



4300 Riverwood Park Lane
Mississauga ON L5C 2S7
905 279 5878
info@theriverwoodconservancy.org
theriverwoodconservancy.org

Conservation Coordinator

The Riverwood Conservancy (TRC) is a volunteer-based charity at Riverwood - a 150-acre, urban nature preserve situated on the shores of the Credit River in Mississauga. TRC provides programs to the community in nature and environmental education, conservation, and gardening.

Reporting to the Director of Programs, the seasonal Conservation Coordinator plans for and supervises volunteer efforts to protect, restore, and maintain the natural biodiversity of areas at Riverwood, while assessing site needs to further support wildlife and engage the community on best practices in conservation.

Position responsibilities

- Determine appropriate stewardship activities to perform at Riverwood throughout the season, in consultation with TRC's Stewardship Management Plan, and the Director of Programs.
- Plan, schedule, organize, and implement these activities by engaging and educating community volunteers of diverse ages, backgrounds, and skillsets in performing the work.
- Safely engage and supervise larger corporate volunteer groups in quality-focused conservation-focused activities
- Revitalize degraded areas to improve and protect Riverwood ecology, habitat and wildlife (plant and animal) biodiversity, including activities such as:
 - Managing populations of invasive plants, while mapping and assessing their populations.
 - Coordinating plant orders and planting events on site.
 - Maintaining and monitors public trails.
 - Monitoring the success of restoration efforts.
- Manage volunteer administration tasks, including communications, tracking hours and volunteer status.
- Provide support to the Riverwood Stewardship Committee.
- Assist staff with gardening and property maintenance work, and public events/fundraisers as needed.

Skills and qualifications

- Degree/Diploma, or experience in ecology, environmental science, biology, botany, forestry, or related fields.
- 3+ years experience with hands-on natural areas stewardship activities, including invasive species management and planting coordination.
- Ability to identify, and knowledge of local flora and fauna.
- Demonstrated leadership skills, and comfortability with leading volunteer groups of diverse ages, backgrounds, and skillsets.
- Flexible, adaptive, and excited to learn.
- Ability to work safely as a team and independently with minimal supervision.
- Excellent communication, organizational and multi-tasking skills.
- Appreciation of the environment and out-of-doors work.
- Experience with GIS and GPS use is an asset.



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- A valid Vulnerable Sector Check is required, or the ability to acquire one.
- First Aid and CPR level C is a requirement for the position.
- Driver's license and mode of transportation is an asset.

Working Environment and Sensory Demands:

- Outdoor Environment: The position requires the ability to safely lead participants in many areas of the Riverwood park, including uneven and hilly terrain, and under a variety of weather and environmental conditions. It also involves direct stewardship work in dense brush, field, wetland, and forest habitats, and includes the various hazards and PPE usage that those spaces may include.
- Indoor Environment: Typical office and office equipment, shared work space and artificial lighting.
- Lengthy periods of standing/walking/gardening (3 hours or more) during program activities.
- Ability to lift up to 50 lbs (23kg).
- Proficiency with operation of various equipment, including computers and office devices (photocopier, telephone, etc.).
- Proficiency with typical software – Excel, Powerpoint, Outlook, Sharepoint, and similar.

Why apply to this position?

- You're interested in and motivated toward making a difference in your community.
- You're looking for an experience-rich position and excited for learning opportunities.
- You're passionate about biodiversity, conservation, wildlife, and nature.
- Working outdoors in a natural setting is exciting for you.
- Having a high level of ownership over your work is appreciated.
- You appreciate a collaborative working environment and enjoy meeting new people.
- You appreciate a role that is adaptive and flexible.
- Working with passionate volunteers motivates you.
- You're looking to work with a small team that is positive, supportive, and collaborative.

Start date is expected to be March 30th 2026, with an end date of November 27th. This position is full-time at 37.5 hours per week during that time. Payment is \$28.00 per hour. Office hours are 8:30am to 4:00pm. Some after-hours and occasional weekend work should be expected.

Interested candidates are required to submit a resume and cover letter by email (in PDF format only) by **February 15th** to Brian Packham at Info@TheRiverwoodConservancy.org.