



# Pacific Riding for Developing Abilities

1088 – 208<sup>th</sup> Street, Langley BC, V2Z 1T4 ☉ Phone: 604-530-8717

[www.prda.ca](http://www.prda.ca) ☉ Business # 11907 5620 RR0001

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## **JOB POSTING:**

### **VOLUNTEER SCHEDULE COORDINATOR**

**PERMANENT PART-TIME APPROXIMATELY 16-20 HOURS/WEEK IN OUR OFFICE,  
FLEXIBLE DAYS DURING BUSINESS HOURS**

Pacific Riding for Developing Abilities is the largest non-profit therapeutic horseback riding and equestrian facility in BC, housing 14 therapy horses. We are a small staff team of dedicated individuals that are passionate about helping our clients reach their individual goals.

We are currently seeking a Permanent Part-Time Volunteer Schedule Coordinator to work 16-20 hours per week with flexible hours that fit your schedule, providing they fall primarily within PRDA business hours, Monday-Friday. This job can be partially done from a home office but will need to work in our offices during regular business hours multiple days per week.

Duties include:

All scheduling of PRDA volunteers, including maintenance and distribution of PRDA's primary weekly schedule, as it fluctuates from day to day throughout the week

Maintain all volunteer files and paperwork

Volunteer communication, hospitality and assistance

Liaison with PRDA staff regarding volunteer needs

Assist with volunteer duties supporting PRDA's therapeutic riding program as needed, including side walking, leading, groom & tack.

Other duties as required.

Job Requirements:

- Well-developed skills using Microsoft 365 (Word, Excel, Outlook, SharePoint)
- Excellent interpersonal skills, while demonstrating compassion and sensitivity to vulnerable populations.
- Able to communicate professionally, both in written (including email, text and WhatsApp) and verbal form, including in sensitive situations, while maintaining confidentiality.

#### **MISSION STATEMENT**

Through equestrian activities and with the involvement of the community, we enhance the quality of life for individuals with a wide range of abilities.



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- Able to excel in a high change, intense work environment. Effective problem-solving skills. A creative approach with a can-do attitude. Warm & hospitable, calm under pressure, organized, systematic, flexible.
- Physically able to be on your feet for 3 hour at a time and lift 25Lb over your head
- Horse experience an asset
- Cleared and current Criminal record Check.
- Two supervisory references.

Wage is \$20.00/hour with an increase upon successful completion of a 3-month probation. We are looking for people who bring a positive attitude with them to work each day. If you have an open mind and would like to work for a busy little charity, please submit your resume with cover letter to: Michelle Ingall, Executive Director, PRDA: 1088 208<sup>th</sup> St., Langley, BC V2Z 1T4 or [mingall@prda.ca](mailto:mingall@prda.ca) phone: 604-530-8717 fax: 604-530-8617

**Posting will remain open until a suitable person is found.**

We thank all applicants, however, only those short-listed for an interview will be contacted.

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