

# Now Recruiting for Volunteer Coordinator

**Position Title:** Volunteer Coordinator (AmeriCorps member)

**Employer:** U.S. Fish & Wildlife Service, Deer Flat National Wildlife Refuge, 13751 Upper Embankment Road, Nampa, ID 83686, <http://www.fws.gov/deerflat>, phone: 208-467-9278, fax: 208-467-1019

## **Position Summary:**

The Volunteer Coordinator will improve and expand the Deer Flat National Wildlife Refuge volunteer and service learning programs. The member will 1) recruit, orient, and train new volunteers and organize formal and informal volunteer recognition events; 2) work with staff and volunteers to identify volunteer projects and develop position descriptions; 3) coordinate individual and group projects, including wildlife and habitat, administrative, visitor services, and maintenance projects; and 4) develop new and improve existing service learning partnerships. Eleven-month position from January 19, 2010 through December 17, 2010.

## **General Responsibilities:**

- Coordinate the refuge volunteer program.
- Increase awareness of refuge volunteer programs through outreach to local citizens, community service organizations, youth programs, and schools, colleges, and universities.
- Orient and train new and existing volunteers.
- Maintain and improve existing system for the coordination and tracking of volunteers.
- Expand the number and type of refuge volunteer opportunities. Work with staff and volunteers to identify volunteer projects and develop position descriptions.
- Coordinate individual and group projects as well as ongoing volunteer programs.
- Develop new and improve existing service learning partnerships
- Coordinate formal and informal volunteer recognition activities.
- Work a flexible schedule, including some evenings and weekends.
- Assist with general office duties related to position (mailings, filing, e-mail, phone calls, etc.).

## **Member Benefits include:**

- Free housing available on site.
- Access to government vehicle for member service activities.
- Funding available for some position-related training.
- A taxable, monthly living allowance of approximately \$1000. (\$11,400 annually upon completion of entire term of service.)
- Upon successful completion of a full term of service, eligible members receive an education award of \$4,725.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependents; vision and dental not included).
- Childcare allowance for those who qualify.

***Application Deadline: October 23, 2009***

***For more information:***

Visit <http://www.fws.gov/deerflat/ameri-corps.html>

or

Contact Susan Kain at [susan\\_kain@fws.gov](mailto:susan_kain@fws.gov) or 208-467-9278

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**Requirements:**

- Valid driver's license and good driving record. Drive government vehicle as required for position.
- A background in volunteer management, wildlife biology, natural resources, or a related field. A bachelor's degree is a plus, but not required.
- Desire to serve with people to promote environmental stewardship and an ethic of service.
- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students, and the general public.
- The ability to work independently and as part of a team.
- Excellent written and oral communication skills.
- Excellent organizational skills.
- Excellent computer skills.
- 18 years of age or older, by completion of the program.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one
- Ability to commit to the full term of service for which they are applying.
- Submit to a criminal history background check.

**Preferred Qualifications:**

- An independent, self-motivated, creative, and resourceful individual who enjoys working with diverse groups of people.
- Experience supervising volunteers or staff, preferably in a natural resources context.
- Experience developing and conducting formal presentations for groups of varying sizes and backgrounds.
- Experience overseeing a program of moderate complexity, including outreach, supervision, and tracking.
- Bilingual Spanish/English.

**To apply:**

Submit resume, cover letter, 2 written references, and narrative responses to questions at <http://www.fws.gov/deerflat/ameriCorps.html> to:

Susan Kain, 13751 Upper Embankment Road, Nampa, ID 83686, [susan\\_kain@fws.gov](mailto:susan_kain@fws.gov), phone: 208-467-9278, fax: 208-467-1019

Applications must be received by October 23, 2009.

**For more information on AmeriCorps contact:**

Palouse-Clearwater Environmental Institute, AmeriCorps Placement Program  
PO Box 8596, Moscow, ID 83843,  
208.882.1444 phone, 208.882.8029 fax, [erin@pcei.org](mailto:erin@pcei.org)

**Organization's Mission:** The mission of Deer Flat NWR is to serve as a refuge and breeding grounds for migratory birds and other wildlife. It is part of the National Wildlife Refuge System, whose mission is to administer a national network of lands and waters for the conservation, management and where appropriate, restoration of the fish, wildlife, and plant resources and their habitats within the United States for the benefit of present and future generations of Americans.

