



Now Recruiting for Volunteer Coordinator



Position Title: Volunteer Coordinator (AmeriCorps member)

PCEI Americorps program: PCEI provides leadership and professional experiences to AmeriCorps members by partnering with local organizations that address critical needs in the areas of Sustainable Community Planning and Conservation.

Project Sponsor: 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.

Position Summary:

The Volunteer Coordinator will work with Refuge staff and volunteers to improve and expand Refuge volunteer programs. Current volunteer projects include habitat improvement, wildlife monitoring, environmental education, visitor services, maintenance, and more. Full-time, 11-month position from September 22, 2014 – August 21, 2015. Projects will include:

- Recruit, orient, and train new volunteers, communicate with new and existing Refuge volunteers about volunteer opportunities, and organize formal and informal volunteer recognition events (40% of time)
- Work with staff and volunteers to identify volunteer projects and develop position descriptions (10% of time)
- Develop new and improve existing service learning partnerships (10% of time)
- Coordinate individual and group projects (15% of time)
- Help coordinate large-scale events working closely with colleagues (15% of time)
- Work with Friends of Deer Flat board to help facilitate capacity building (10% of time).

Important Note: This position is *contingent on funding*. Funding should be confirmed in late August.

Member Benefits include:

- A taxable, monthly living allowance (\$12,100 paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$5,550 for a full-time position. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- 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 for those who qualify.
- Childcare allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct all activities in full accessible settings.
- Free housing available on site.
- Access to government vehicle for member service activities.

Complete application must be received by August 7, 2014
For application instructions or more information about this position:

Visit <http://www.fws.gov/deerflat/ameriCorps.html> or
Contact Susan Kain at susan_kain@fws.gov or 208-467-9278

For more information about the Palouse-Clearwater Environmental Institute
AmeriCorps program visit <http://www.pcei.org/ameriCorps/>

(Continued on Reverse)

Member Qualifications:

- Experience overseeing volunteers or staff, preferably in a natural resources context.
- Experience developing and conducting formal presentations for groups of varying sizes and backgrounds
- A background in volunteer management, wildlife biology, natural resources, or a related field. A bachelor's degree is a plus, but not required.
- Excellent written and oral communication skills.
- Excellent organizational and computer skills.
- An independent, self-motivated, creative, and resourceful individual to work with diverse groups of people.
- Bilingual Spanish/English not required but a plus.

Position Requirements:

- 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.
- A commitment to the goals of Deer Flat National Wildlife Refuge
- The ability to work independently and as part of a team.
- A willingness to ask questions for clarification and job completion.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possession of a high school diploma or equivalent, or commit to earning one prior to receiving award.
- Ability to commit to the full term of service.
- Dependability.
- Ability to work a flexible schedule that includes some evenings/weekends.
- Valid driver's license and good driving record. Drive government vehicle as required for position.
- Must successfully pass a fingerprint criminal history background check. .
- AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. In other words, you can blend summer, part-time and full-time service positions and receive awards as long as the combined service terms don't exceed two full terms. You can also serve additional terms but will not receive an additional education award.
- Complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Wear PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.