



Deer Flat National Wildlife Refuge Internship Position Description *Volunteer Coordinator*



Friends of Deer Flat Wildlife Refuge is looking for an independent, self-motivated, and resourceful person to join the Deer Flat National Wildlife Refuge team from 17 January 2012 to 14 December 2012. The Refuge Volunteer Program increases the small Refuge staff's capacity to accomplish Refuge projects. Volunteer activities include habitat improvement, wildlife monitoring, environmental education, visitor center staffing, maintenance, and visitor counting. We believe that involving Refuge volunteers is crucial for establishing an informed and involved citizenry that takes an active role in local conservation efforts.

Position Summary:

The Volunteer Coordinator will serve as an intern of the Friends of Deer Flat Wildlife Refuge and will be supervised by the Visitor Services Manager of Deer Flat National Wildlife Refuge. They will work with Refuge staff and volunteers to improve and expand the Deer Flat National Wildlife Refuge volunteer and service learning programs. The intern will

- Recruit, orient, and train new volunteers and organize formal and informal volunteer recognition events (20% of time)
- Communicate with new and existing Refuge volunteers about volunteer opportunities (20% of time)
- Work with staff and volunteers to identify volunteer projects and develop position descriptions (10% of time);
- Coordinate individual and group projects, including wildlife and habitat, administrative, visitor services, and maintenance projects (15% of time)
- Develop new and improve existing service learning partnerships (5% of time).
- Help coordinate large-scale events working closely with colleagues (15% of time)
- Serve as Refuge liaison to Friends of Deer Flat board and facilitator of board development (15% of time)

Location:

Deer Flat National Wildlife Refuge, 13751 Upper Embankment Road, Nampa, ID 83686

Essential Functions (including, but not limited to):

- 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.).
- Complete and submit all necessary internship paperwork and reports in a timely manner.
- Wear a FWS volunteer uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

Position Requirements:

- Valid driver's license and good driving record. Drive Refuge 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.
- A cooperative manner and the ability to serve as part of a team.
- A willingness to ask questions for clarification and job completion.
- A commitment to the goals of the Friends of Deer Flat & Deer Flat National Wildlife Refuge.
- Excellent organizational and computer skills.
- 18 years of age or older, at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Ability to commit to the full 11-month term of service for which they are applying.
- Must successfully pass a criminal history background check.
- Regular and reliable attendance.

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.
- Ability to speak Spanish a plus.

Hours:

Incumbent must complete a 1,700 hour internship of which at least 1,530 hours is focused on Refuge-related projects and 170 hours is focused on individual development. A typical work week will be 40 hours/week, 5 days/week, with opportunistic development hours. Holidays and time off will be scheduled as requested.

Compensation:

This internship is compensated with a \$1,000/month living allowance for 11 months. Free housing is available on site.

To apply:

A complete application includes: 1) resume, 2) cover letter, 3) two reference letters, and 4) narrative responses to the following questions: a) Describe experiences that demonstrate your knowledge of and skill in supervising volunteers or staff and b) Describe experiences that demonstrate your organizational and communication skills.

Submit applications to: Susan Kain, Deer Flat National Wildlife Refuge, 13751 Upper Embankment Road, Nampa, ID 83686, susan_kain@fws.gov, 208-467-9278