



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 work with Refuge staff and volunteers to improve and expand Refuge volunteer and service learning programs. Refuge volunteers participate in a variety of projects, including habitat improvement, wildlife monitoring, environmental education, visitor services, maintenance, and more. The member will 1) 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); 2) work with staff and volunteers to identify volunteer projects and develop position descriptions (10% of time); 3) develop new and improve existing service learning partnerships (10% of time); 4) coordinate individual and group projects (15% of time); 5) help coordinate large-scale events working closely with colleagues (15% of time); and 6) work with Friends of Deer Flat board to help facilitate capacity building (10% of time). Twelve-month position from September 2012 – August 2013.

General Responsibilities:

- Increase awareness of Refuge volunteer programs through community outreach.
- Orient and train new and existing volunteers.
- Work with staff and volunteers to expand the number and type of Refuge volunteer opportunities.
- Develop new and improve existing service learning partnerships
- Coordinate individual and group projects as well as ongoing volunteer programs.
- Coordinate formal and informal volunteer recognition activities.
- Work a flexible schedule, including some evenings and weekends.

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 \$1100.
- Upon successful completion of a full term of service, eligible members receive an education award of \$5,500.
- 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.
- Workers compensation

Application Deadline: July 16, 2012

For 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 www.pcei.org/pcc

(Continued on Reverse)

Requirements:

- 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 commitment to the goals of Deer Flat National Wildlife Refuge
- The ability to work independently and as part of a team.
- Excellent written and oral communication skills.
- Excellent organizational and computer skills.
- Regular and reliable attendance.
- Serve occasional evenings and weekends.
- 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 term of service for which they are applying.
- Valid driver's license and good driving record. Drive government vehicle as required for position.
- Must successfully pass a criminal history background check.

Preferred Qualifications:

- An independent, self-motivated, creative, and resourceful individual to work with diverse groups of people.
- Experience overseeing volunteers or staff, preferably in a natural resources context.
- Experience developing and conducting formal presentations for groups of varying sizes and backgrounds.
- 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,
phone: 208-467-9278, fax: 208-467-1019

Applications must be received by *July 16, 2012.*

For more information on AmeriCorps, visit: www.pcei.org/pcc

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.