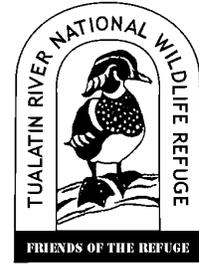




**Friends of Tualatin River National Wildlife Refuge**  
**Position Description**  
*Wildlife Center and Interpretive Program Coordinator*



The Friends of Tualatin River National Wildlife Refuge are looking for an enthusiastic, motivated person to join our team beginning in April 2015. The Wildlife Center and Interpretive Program Coordinator focuses on connecting people to nature through interpretation, general public visitation, education support, and informal family-oriented activities. We believe that incorporating outdoor and nature-based experiences into our community members' daily lives is crucial for establishing an informed and involved citizenry that takes an active role in local conservation efforts. In addition, we believe that active "on-the-ground" conservation volunteerism will foster additional involvement in education, habitat, and wildlife management objectives.

**LOCATION**

Tualatin River National Wildlife Refuge, 19255 SW Pacific Hwy, Sherwood, OR 97140

**ESSENTIAL FUNCTIONS (including, but not limited to):**

- Manage Refuge's extensive visitor's services volunteers, specifically Wildlife Center volunteers, Trail Rovers and Interpretive Outreach volunteers. Includes recruiting, training, scheduling, managing day-to-day volunteer activities, tracking volunteer data and hours contributed, and nurturing the program. Prepare and distribute monthly volunteer newsletter.
- Oversee the daily Wildlife Center operations including opening and closing, coordinating and publishing public event calendars with program descriptions, maintaining website calendars and social media outreach, stocking publications, cleaning/maintaining exhibits, keeping visitation records, managing bulletin boards, information desk and general outreach, performing basic building maintenance and/or informing Visitor Services Manager of maintenance needs.
- Provide interpretive services to refuge visitors and to community members at off-site events.
- Prepare public outreach materials for event and programs and schedules, recruits and trains volunteers.
- Grant writing for Interpretive Program funding assistance.
- Manage reservation/communication program for group visits, special tours, and other interpretive/informal programming that is not tied to meeting education objectives
- Assist Refuge Administrative Officer and Visitor Services Manager with the management of the Riparian Room, including working knowledge of A/V equipment as requested.
- Maintain databases to record volunteer hours, program attendance, and other key public use data.
- Assist Refuge and Friends with planning and implementation of special events as assigned.

- Assist Friends' Conservation Education Lead Coordinator, this may include assisting with teacher workshops, accompanying/leading field trips, and providing feedback for program evaluation.
- Provide reports, information and updates about program to Refuge Visitor Services Manager and Friends Board of Directors as requested.
- Provide general office/administrative support related to interpretive programs.
- Other duties as assigned.

## **WORKING CONDITIONS**

This position requires office, classroom, and outdoor work. Temperature and weather extremes may be encountered in the performance of outdoor work. The incumbent is expected to conduct duties in a safe and orderly manner so as to not endanger self, fellow workers, visitors or property. The incumbent will be required to follow the established Friends' dress code.

## **QUALIFICATIONS**

- A bachelor's degree from an accredited, four-year university in education, volunteer coordination, environmental interpretation, environmental education, environmental science, natural resources, or the natural sciences (Master's preferred).
- Valid driver's license for operating vehicles during work hours.
- Desire to work with people to promote public education, environmental awareness and stewardship.
- Strong organizational and interpersonal communication skills and the ability to work as part of a team in a cooperative manner.
- Ability to communicate and interact with people in a positive and professional manner at all times, including diverse staff, colleagues, partners, community members, and the visiting public.
- Experience with Windows computer operating systems and Microsoft Office
- Ability to function as an independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people.
- Willingness to work a flexible schedule, including weekends and some evenings.
- Ability to maintain a professional commitment to the goals of the Friends of the Refuge and Tualatin River National Wildlife Refuge
- Willingness to contribute to the spirit of community volunteerism.
- Regular and reliable attendance.
- Willingness to submit to a federal and/or state background check.

## **DESIRED ATTRIBUTES**

- Desire and ability to work independently.
- Interest and/or experience in natural resources and in environmental interpretation and education.
- Experience working in an environmental public use program, interpretive program or volunteer management.
- Knowledge of the program of the Tualatin River National Wildlife Refuge and of the Friends of the Refuge.

**HOURS**

A typical work week will be 38-40 hours/week, 5 days/week, Weekends required with occasional evening obligations.

**COMPENSATION**

Hourly wage \$15.

Benefits include paid holidays, vacation time and sick leave. Housing at no charge may be available.

**HOW TO APPLY**

Please email a resume, a list of three references and cover letter explaining your relevant experience and interest to Administrative Assistant, Bonnie Anderson at [info@friendsoftualatinrefuge.org](mailto:info@friendsoftualatinrefuge.org) by February 27, 2015. Please direct questions to this same e-mail address.