Now Recruiting for
Volunteer Coordinator

Position Title: Volunteer Coordinator (AmeriCorps member)

PCEI Americorps program: The Palouse Clearwater Environmental Institute (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. The member will:

- Recruit, orient, and train new volunteers, communicate with new and existing Refuge volunteers about volunteer opportunities, and organize formal and informal volunteer recognition events
- Work with staff and volunteers to identify volunteer projects (including citizen science projects) and develop position descriptions
- Develop new and improve existing service learning partnerships
- Coordinate individual and group projects
- Coordinate large-scale events working closely with colleagues.

Full Time position for 11 months between approximately September 2016 and July 2017.
Important Note: This position is *contingent on funding*. Funding should be confirmed in late July or early August.

Member Benefits include:

- A taxable, monthly living allowance ($12,530.00 paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of $5,775 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 most activities in full accessible settings.
- Free housing may be available on site.
- Access to government vehicle for member service activities.
- Funding available for some position-related training.

Complete application must be received by July 1, 2016
For application instructions or more information about this position:
Visit http://www.fws.gov/refuge/Deer_Flat/what_we_do/get_involved/Deer_Flat_jobs.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/

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Essential Functions

- 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.
- 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.

Member Qualifications:

- Experience overseeing volunteers or staff, preferably in a natural resources context.
- A background in volunteer management, wildlife biology, natural resources, or a related field. A bachelor's degree is a plus, but not required.
- Experience developing and conducting formal presentations for groups of varying sizes and backgrounds.
- 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.
- Ability to speak Spanish 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.
- A cooperative manner and the ability to serve as part of a team.
- The ability to work independently.
- A willingness to ask questions for clarification and job completion.
- Work a flexible schedule, including some evenings and weekends.
- 18 years of age or older, at beginning of service term.
- Ability to commit to the full term of service for which you are applying.
- Valid driver's license and good driving record. Drive government vehicle as required for position.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- 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.
- Regular and reliable attendance and dependability.
- 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.