

Job Description



Title: Volunteer Coordinator (Watershed Specialist)

Date: January 14, 2015

Supervisor: Vice President of Operations

Location: DuBois, PA

Requirements & Criteria:

- A Bachelor's Degree in Biology or Environmental Sciences or something similar; ample work experience may be sufficient in lieu of the degree.
- Experience working with volunteers
- Work at Nature Abounds headquarters and in the field
- Self-motivated, results oriented, able to function independently within broad parameters
- Ability to exercise discretion with confidential information
- Ability to work with equipment as well as train others on that equipment
- Computer Proficient
- Have reliable transportation as travel (some overnight) will be required; mileage will be paid

Responsibilities:

The main responsibility is to aid in the oversight of the Senior Environment Corps. This entails the following:

- Under the general direction of the VP of Operations, the Coordinator will work with senior volunteers on watershed basics, water quality monitoring and watershed assessments, environmental education, and other related tasks. This can include recruiting, training, communicating, or working in the field with volunteers and members of partnering organizations
- Serve as a representative of Nature Abounds. As such, communicates with staff, partners, volunteers, and potential volunteers. As a representative of Nature Abounds, must maintain a professional appearance whether it be in-person, on the phone, or online.
- Maintains records as appropriate.
- Willingly accepts assignments and completes them thoroughly and on time.

Additional Information:

This position is for approximately 20 hours per week for about two years with the possibility of extension and promotion. Position pays \$13/hour. Approved out-of-pocket expenses will be reimbursed.