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| **Position Description Form**  **WSC Programs** |

WSC Use Only:

**AMENDED**

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| --- | --- | --- | --- | --- |
|  |  | | | Outreach & Volunteer Coordinator |
| Member Name (First, Last) |  | | | Member Position Title |
| Thurston Conservation District |  | | | Thurston Conservation District |
| Sponsoring Organization |  | | | Service Site |
| Amy Hatch-Winecka |  | | | 360.754.3588 x103 |
| Primary Site Supervisor Name |  | | | Primary Site Supervisor Phone Number |
| Deputy Director | |  | [amyhw@thurstoncd.com](mailto:amyhw@thurstoncd.com) | |
| Primary Site Supervisor Title |  | | | Primary Site Supervisor E-Mail Address |
| Sarah Moorehead |  | | | 360.754.3588 x136 |
| Backup Site Supervisor Name |  | | | Backup Site Supervisor Phone Number |
| Outreach Specialist | |  | [smoorehead@thurstoncd.com](mailto:smoorehead@thurstoncd.com) | |
| Backup Site Supervisor Title |  | | | Backup Site Supervisor E-Mail Address |

***Refer to Position Description Instructions prior to completing***

\*This position requires you to serve a minimum of service hours – **and** – successful completion of your term of service.

1. Organization’s Mission:

Thurston Conservation District, a non-regulatory agency, strives to conserve and sustain the beneficial use and protection of local natural resources through partnerships with the County’s urban, rural, working lands communities, and others; as well as local, state, federal and tribal agencies.

1. Position’s Alignment to Organization’s Mission:

The Outreach and Volunteer Coordinator links with the mission of Thurston Conservation District by performing direct implementation and volunteer coordination of restoration projects, education about land stewardship, and outreach to adults and youth through numerous workshops, events and social media.

This position will take on a unique role within the community by bridging the gap between landowners and education in all fields of natural resources management. Service from this position is designed to inspire community connectedness: through volunteering that fosters a sense of environmental stewardship in youth and adults using a variety of specific outreach programs, and building and strengthening relationships between Thurston Conservation District, community organizations, and individual private landowners.

The Thurston Conservation District is voluntary, non-regulatory organization designed to assist landowners in managing the natural resources on their property. Along with technical assistance, the district has a variety of landowner and youth education programs, restoration projects and other services. The district is very active in the community and in partnership outreach and implementation projects. The district serves the residents of Thurston County.

1. AmeriCorps Project Description:

The Outreach and Volunteer Coordinator performs direct implementation and volunteer coordination of restoration projects, education about land stewardship, and outreach to adults and youth through numerous workshops, events and social media.

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1. Member Key Essential Functions of the Position:

* *Routinely refer to Member Service Agreement requirements*
* *Coordinate and host the South Puget Sound Regional Envirothon competition:*
  + Research and develop student competition stations
  + Recruit and train event volunteers
  + Reach out to schools and increase local participation
  + Share success through local media and stories
* *Educate the community through the Clear Choices for Clean Water program:*
  + Provide community outreach at local events and workshops
  + Create education materials to help homeowners on the water quality of Puget Sound and their impact
* Organize volunteer work parties to restore natural habitat:
  + Plan, schedule and recruit volunteers
  + Track impact, volunteer numbers and take photos
* *Provide general organization outreach:*
  + Represent Thurston CD at outreach events
  + Maintain organization’s active social media presence (Facebook, Twitter, Instagram)
  + Update educational events and information on website and events calendar
  + Contribute regularly to organizational e-newsletter
  + Create flyers and informational materials for events and programs
  + Develop press releases and highlight district success with local media
  + Support event coordination and execution
  + Shoot and produce promotional photo and video
* *Implement the Salmon Recovery Outreach Plan:*
  + Coordinate and implement a salmon day camp for school-age children
  + Support the salmon recovery habitat project tour
* *Volunteer Outreach, Recruitment, and Recognition:*
  + Maintain volunteer database and distribution list;
  + Coordinate monthly volunteer events;
  + Update volunteer recruitment location database
  + Document volunteer or individual increased awareness gained from Member interaction /training

1. Member Performance Measure Expected Output(s) and Outcome(s):

* 250 number of unduplicated individuals will complete an AmeriCorps-supported training or learning opportunity on energy efficiency and environmentally-conscious practices AND
* 250 number of surveyed individuals will indicate an increase in knowledge or awareness of energy efficiency and/or environmentally conscious practices

OUTPUT: Individuals will receive and participate in at least one AmeriCorps-supported education and/or training activity in awareness of environmentally-conscious practices and energy efficiency. Research-based curriculum that involves participants in the learning process will be used. Curriculum will focus on energy efficient and environmentally-conscious practices, including but not limited to sustainable energy and other natural resources, and sustainable agriculture. Sign-in sheets will be used for training or learning opportunities to identify unduplicated participation.

OUTCOME: Pre/post surveys to be completed by all participants will measure increased awareness and knowledge gained in energy efficiency and environmentally-conscious practices. Before a level of change is considered sufficient to be counted as an increase, participants must demonstrate an improvement in one or more survey questions that align with each program’s specific objectives. Data will be tabulated and aggregated on a quarterly basis.

1. Member Additional Duties and Responsibilities:

* WSC members may be deployed to help support disaster response and/or recovery efforts. Sponsor organizations must agree to release Members for short term duration to assist with these efforts. Deployment may be waived if it presents undue hardship for an individual member. All deployments would be requested by the WSC unless your host organization is a disaster response organization where any requests for deployment would require initial approval by the WSC.
* Participate in regular staff meetings
* Fill out and submit electronic timesheets on time
* Submit brief weekly updates to supervisors on program/project status

1. Volunteer Management:

* Participate in the recruitment and support of volunteers who will further the goals of the AmeriCorps project.
* Oversee the volunteer activities of the AmeriCorps project to ensure that the activities are allowable and not prohibited.
* Implement at least three new effective volunteer management practices.

1. Qualifications required for this position:

* BA in environmental education, communications, journalism, or other related field.
* Must be willing to collaborate and communicate with others and diverse communities.
* Knowledge of environmental education and conservation desired.
* Ability to educate adults and youth on diverse subject matters.
* Ability to relay technical information to the community.
* Eager to learn new material and represent Thurston Conservation District in partnership meetings.
* Excellent oral and written communication skills.
* Basic computer and word processing skills – proficient in MS Office Suite.
* Ability to perform light field work in all weather - must lift up to 50 lbs.
* Must be able to serve in a team-oriented atmosphere and be self-directed.
* Responsible, independent and self-motivated.

All of the above duties and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. Individuals may be required to perform any other position-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive.

1. Location and Hours of Service:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Day of Week*** | ***Start Time*** | ***Length of Meal Break*** | ***End Time*** | ***Name of service location*** | ***Physical address*** | ***Hours per day\**** |
| Monday | 8:30am | 30min | 5:00pm | Thurston Conservation District | 2918 Ferguson ST SW  Tumwater, WA 98512 | 8 |
| Tuesday | 8:30am | 30min | 5:00pm | Thurston Conservation District | 2918 Ferguson ST SW  Tumwater, WA 98512 | 8 |
| Wednesday | 8:30am | 30min | 5:00pm | Thurston Conservation District | 2918 Ferguson ST SW  Tumwater, WA 98512 | 8 |
| Thursday | 8:30am | 30min | 5:00pm | Thurston Conservation District | 2918 Ferguson ST SW  Tumwater, WA 98512 | 8 |
| Friday | 8:30am | 30min | 5:00pm | Thurston Conservation District | 2918 Ferguson ST SW  Tumwater, WA 98512 | 8 |
| **If member is expected to serve routinely on weekend days (Saturday/Sunday), enter hours here:** | | | | | | |
| Saturday |  |  |  |  |  |  |
| Sunday |  |  |  |  |  |  |
|  |  |  |  |  | Total Hours for the Week: |  |

***\**** *Not including meal breaks*

***NOTE: May require occasional evening or weekend service outside of scheduled hours. Length of meal break must be a minimum of 30 minutes and tracked on daily entry of service hours.***

1. Required WSC Training:

Completion of the following core training competencies: AmeriCorps Affiliation and Program Orientation; Cultural Awareness; Volunteer Recruitment and Management; Effective Communication; Leadership Skills; Performance Measurement; Teambuilding (Teams only); Life After AmeriCorps.

Participation in day-long WSC-sponsored regional training.

1. Required Site Training: Two-site specific trainings listed below:

Organizational Orientation

Field and Office Safety Training

1. Required WSC Reporting:

|  |  |
| --- | --- |
| **Document:** | **Frequency:** |
| Timesheets | Semi-Monthly |
| Member Training Plan; stories of service; legislative and media reporting; progress on performance measures and volunteer recruitment and management (submitted in collaboration with supervisor) | Quarterly |

1. Service Conditions:

High energy, fast-paced, collaborative office atmosphere. Field work performed outside in all weather conditions. Occasional use of hand tools and some light power tools.

The above Member Key Essential Functions and responsibilities are essential position functions subject to reasonable accommodation. All position requirements listed indicate the minimum expectations, level of knowledge, skills and/or abilities deemed necessary to perform the duties proficiently. This position description is not to be construed as an exhaustive statement of duties, responsibilities or requirements. **Reference Member Service Agreement for comprehensive listing, including prohibited activities.**

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| --- | --- | --- | --- | --- |
| **Member** Signature | Date mm/dd/yyyy |  | **Primary Site Supervisor** Signature | Date  mm/dd/yyyy |
| WSC Program Coordinator Signature | Date  mm/dd/yyyy |  |  |  |