



## **Puget Sound Estuarium**

### **Program and Volunteer Coordinator**

#### **QUALIFICATIONS**

##### **Personal traits to include:**

- Committed to the Puget Sound Estuarium's mission to foster learning opportunities that inspire people of all ages to connect with, protect, and enjoy the unique estuary environment of south Puget Sound
- Highly organized
- Exudes a positive attitude
- Excels at working with a wide variety of community members/volunteers
- Excellent customer service skills
- Tech savvy
- Interpersonal skills essential for working collaboratively with staff, board, donors, partners, and the regional community

##### **Education and professional experience desired to include:**

- Minimum of four-year degree in education, communications, natural resource management, marine biology, business or public administration, or related field
- Previous work or volunteer experience at another non-profit highly desired

##### **Computer skills:**

- Office Suite: Word, Excel, and Publisher
- Google Drive/Calendar
- Social: Facebook, Twitter, YouTube, Yelp, Groupon
- Internet: Wordpress, Joombla a plus
- Event Scheduling: Constant Contact
- Graphic design (Photoshop) a plus

Applicant will use their own personal computer and easily learn new computer programs/apps (like Volgistics).

Applicant will be subject to a background check before hire.

## **MAJOR RESPONSIBILITIES**

### **Meet the Beach (Feb-Sept)**

- Coordinate Beach Naturalist trainings in Spring
  - Schedule speakers
  - Develop materials that include all pertinent information for volunteers
  - Ensure volunteers receive and hand in all required paperwork
- Coordinate beach leads and volunteers during 20 Meet the Beach days (summer)
- Organize and ensure Beach Naturalists have all the necessary supplies for Meet the Beach days
- Track program contacts, statistics, budget, and participants served

### **Pier Peer (Year round)**

- Coordinate a Pier Peer event at Boston Harbor (1 event/month in winter and 2 events/month in warmer weather; this event is at night)
- Register the event through Constant Contact and communicate with registrants about the event
- Guide Pier Peer volunteers who identify animals, discuss interesting critter behaviors, and explain their dependence on estuary habitats
- Ensure the safety of participants and animals
- Assist with creation, development, and distribution of Pier Peer flyers, brochures, and other information about the program

### **Volunteer Coordination**

- Respond to incoming volunteer applications
- Manage Volgistics
- Work with staff to match volunteers with programs and projects
- Post volunteer opportunities in Volgistics
- Conduct outreach to recruit more volunteers
- Conduct volunteer orientations
- Assist with internships
- Coordinate Thanks4Giving event in November

### **Other**

- Attend staff meetings
- Prepare short program summaries for monthly board meetings
- Prepare articles for the monthly electronic newsletter
- Assist with fundraising as needed

Responsibilities may shift according to funding availability. Ongoing compensation after one year is dependent on the receipt of grants and other funding. Position pays: \$15/hour for up to 86 hours a month. The Program and Volunteer Coordinator reports to the Executive Director.

Applications are due no later than May 19, 2019. Please email [Sasha@SSEACenter.org](mailto:Sasha@SSEACenter.org) your cover letter, resume, and any other relevant application materials. Applicant will start in June.