AmeriCorps Project Conserve
2018 – 2019 Service Description

AmeriCorps Position Title: Volunteer Coordinator
Host Site: Foothills Conservancy of North Carolina

Service Term: September 4, 2018 – July 31, 2019

Supervisor Name: Ryan Sparks
Supervisor Title: Conservation Associate
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Host Site Mission Statement:
FCNC's mission is to work cooperatively with landowners and private conservation partners to preserve important natural areas and open spaces of the Blue Ridge Foothills region, including watersheds, wildlife habitat, forests and farm lands - for this and future generations.

Summary of Position:
The Volunteer Coordinator will be responsible for the development of a robust volunteer program. The Coordinator will work with FCNC staff to develop strategies for volunteer recruitment, training, engagement, retention, and tracking program success. The Coordinator will develop volunteer positions that increase capacity in land management and stewardship, such as assisting with trail maintenance, combating non-native invasive species, performing river sweeps and litter removal, and other conservation activities.

Qualifications – Knowledge, Skills, and Abilities:

- Bachelor's degree in natural resources-related and/or social service-related field or equivalent combination of education and experience
- The ability to communicate with, supervise and empower volunteers to be effective in their roles—experience with volunteers preferred
- The ability to work cooperatively with different types of personalities
- Strong oral and written communication and presentation skills
- Computer skills: Microsoft Word, Excel, PowerPoint, Outlook, Database Management
- A genuine passion for land conservation and an interest in land trusts
- Commitment to FCNC's program goals and mission
- Eligible applicants must be at least 18 years of age, be a citizen, national, or lawful permanent resident alien of the United States, and consent to a criminal history check.

Preferred Service Hours / Weekly Schedule:
Monday through Friday, 9:00 a.m. to 5:00 p.m.; some occasional weekend work required.

Position Responsibilities and Duties

Volunteer Infrastructure Program (VIP): 90%

- Develop a Volunteer Manual to establish program policies, procedures, and volunteer standards, volunteer job descriptions, orientation and training materials
- Develop a recruitment strategy to attract qualified candidates and recruit, interview, train, and place applicants for volunteer work
- Develop systems to maintain accurate records and provide timely assessments of program success, including assessing volunteer feedback
- Develop a system to recognize and retain volunteers
- Write letters, standard operating practices, instructions, and volunteer features for web and/or print
- Develop and maintain partnerships with local community groups, non-profits, corporations, universities, and agencies with emphasis on volunteer stewardship
- Develop and oversee the volunteer program budget
- Schedule and help lead volunteer stewardship work parties and trainings focused on conservation and natural recovery efforts (invasive weed pulling, trail maintenance, etc.)

At-Risk Ecosystem Impacts: 10%

- Organize and lead a volunteer river sweep along the St. Johns River in Burke County, NC.
- Organize and lead a volunteer work day to remove nonnative invasive plant species on FCNC preserve lands in Burke County, NC

Additional Comments

PLEASE NOTE: In addition to fulfilling host site service responsibilities, all Project Conserve members are required to fully participate in team trainings, service projects and statewide AmeriCorps events. Project Conserve team events will occur approximately twice per month in locations throughout the service area and may require up to three overnight stays.

Essential Functions

Equipment / Software Used: Microsoft Word, Excel, PowerPoint, Outlook, Database Management
Physical Demands: Ability to carry equipment up to 20 lbs and to walk on steep terrain, sometimes for more than a mile
Transportation Needs: Travel within FCNC's 8-county service area may require use of personal vehicle if conservancy vehicle is not available
Setting/Location of Service Activities: Approximately 70% indoor office work, 30% outdoors work

- Using computer software and online programs for conservation-based education and outreach initiatives, including social networking, written articles and press releases
- Leading, coordinating, and interacting with diverse individuals in field-based and office settings (ex. landowners, students, low-income residents, partner organizations).
- Developing and implementing educational programs and events for groups (presentations, workshops, educational hikes and outings, etc).
- Training, supporting, coordinating, and recognizing volunteers for conservation-based volunteer opportunities.