



Volunteer & Outreach Coordinator

The Walama Restoration Project (WRP) is a non-profit dedicated to environmental stewardship and biological diversity through education and habitat restoration. Oregon's Willamette Valley is home to some of the most highly fragmented ecosystems in the United States. WRP adopts public natural areas to engage community and youth groups in the rehabilitation of critically imperiled habitats native to the Willamette Valley bioregion. WRP employs only chemical free methods of native habitat restoration, which requires considerable community involvement for successful project implementation. WRP is currently seeking to hire a part time volunteer and outreach coordinator to recruit, engage and coordinate the community in habitat rehabilitation projects and outreach events.

The volunteer and outreach coordinator will communicate with the public in a positive and professional manner. The volunteer coordinator will recruit participants from various organizations, agencies, civic and faith-based groups, educational institutions and individuals from the community. The VC will lead these groups in restoration activities including but not limited to: species identification, nursery maintenance, hand weeding, mulching, planting, broadcasting seed and seed collection. A familiarity with native plants is extremely helpful but not required.

The volunteer and outreach coordinator is a part time position at 15 hours a week October through May and 20 hours a week June through September. The VC makes their own schedule and manages their time independently. Applicants must be able to work about one Saturday a month. Compensation begins at \$13.00 for applicants with minimal experience and is currently capped at \$18.00 per hour for a VC who has 5 years of experience and is able to work independently as a self-manager. Mileage reimbursement is available for company use of a personal vehicle at the rate of 0.575 per mile. Employees are eligible for raises after performance evaluations, which are completed at the intervals of: employment for 3 months, 1 year and once annually thereafter. Wages may increase by up to \$1 per year if wage progression requirements are met. A Volunteer and Outreach Coordinator with grant writing experience will have the opportunity to compose and submit grant proposals to further expand and fund the VC position.

TO APPLY: send cover letter and resume to volunteer@walamarestoration.org

Qualifications

- A Bachelor's degree in environmental studies/sciences, outdoor leadership, forestry, natural resources, public management or other relevant field of study.
- Experience with recruitment, management, direction and supervision of volunteers/members.
- Outreach experience: tabling at events & conferences, event planning, fundraisers.
- Outdoor work experience including skills with hand tools, gardening, or plant propagation.
- Ability to identify Willamette Valley flora, specifically within riparian areas and prairies.
- Valid Oregon driver's license
- CPR/first aid certification
- Physically perform job duties: extended period of time on feet/knees, repetitive tasks, lift 40 lbs.
- Willingness to work in all weather conditions.

Preferred Experience & Skills

- Event Management and Fundraising
- Comfortable with Microsoft Office Suite, Social Media, Google mail, calendar, docs, sheets etc.
- Excellent time management and organizational skills
- Use personal vehicle for transportation of tools and tabling supplies
- Ability to:
 - work independently with minimal or no supervision
 - arrive punctually and prepared for work
 - communicate effectively with a broad range of individuals and groups
 - establish and maintain positive relationships with staff, volunteers, participants, community groups and the public

Main Objectives

- Recruit volunteers: direct outreach to community groups/face to face contact, email outreach and phone calls to community group coordinators/leaders. Advertise events through social media posts, newspapers, radio, online calendars, flyers and email-invites through the volunteer database for Saturday drop-in work parties.
- Fall, winter and spring: host one 3 hr drop-in community volunteer work party per month, on a Saturday morning, with a minimum of 5 participants at each work party.
- Year round: host 2 “service learning” work parties a month, of at least one hour duration, with various organizations, agencies, civic and faith-based groups, or educational institutions of at least 8 participating group members.
- Maintain knowledge of work sites; beginning of the month/season site visits to build “to do” lists with the help of the Education Director or Restoration Director.
- Manage public relations and presence of WRP on Facebook and Instagram.
- Coordinate one fundraising event per year.
- Coordinate with partnering organizations to complete an annual Bee Survey event.
- Science pub events: 4 per year. Assist with science pub events as needed. Coordinate the publicity for science pub events.
- Recruit and oversee interns as needed.
- Form volunteer based committees for assisting with the fundraiser, Bee Survey and science pub.
- Organize / attend the Wildflower Festival and the Mushroom Festival tabling on behalf of WRP.

Additional Information

Job duties also include:

- Work party requirements: photo documentation, signed City of Eugene Liability waivers, record volunteer hours & in kind donations through “Volunteer Hrs.xls” of all volunteer work parties and events.
- Complete a work party checklist for each drop in work party.
- Inventory tools brought out to the site at every work party; maintain cleanliness of tools and workspace.
- Solicitation and acquisition of food and beverage in-kind donations for drop-in work parties.
- Transport, set up and take down a WRP information table at work party sites and events.
- Manage the volunteer database.
- Recruit volunteers from community members at events (Mt Pisgah Wildflower Festival and Mushroom Festival, PIELC, Environmental Connect & Science Pubs)
- Maintain knowledge of local native habitats, pertinent native species and restoration techniques.
- Submission of written “Volunteer & Outreach Updates” to the board before each board meeting.
- Perform irrigation maintenance and weeding at school sites over the summer (an extra 5 hrs a week).

Hourly break down of duties @ 15 hrs/week:

- Saturday drop in volunteer work party (one per month Oct-May) @ 15 hrs/month
3 hr work party
2 hr set up/break down/inventory tools/wash gloves/clean supplies
2 hr flyer/ digital poster creation
2 hr printing and online distribution of promotional flyers/posters
2 hr food/beverage solicitation
1 hr food/beverage pick up
2 hr track VC hours, volunteer database entries, submit liability waivers, upload pics
- Work parties with service learning volunteer groups (two per month) @ 30hrs/month
3 hr work party
2 hr set up/break down/inventory tools/wash gloves/clean supplies
8 hr recruitment of volunteer groups
2 hr documenting/ reporting/building the volunteer database/ COE liability waivers

- Outreach @ 10 hrs/ month

5 hrs social media promoting and reporting on WRP events

5 hrs direct outreach including tabling at festivals and other events on behalf of WRP

- Other @ 5 hrs/month

Event or Fundraiser planning

Newsletter articles, reporting, updates to the board

Assist during Education field trips as needed

Native plant research/reading

Site visits

Summer Months: June-Sep

Recruitment of community volunteers to attend drop in work parties during summer months can be challenging. Instead of using 30 hours per month towards drop in work parties, the VC will redirect that time to recruiting and working with interns to complete summer restoration tasks like seed collection and hand weeding. Postings for interns can go on Linkdin, Craigslist, Facebook, our website, the UO and Lane CC. Remaining time will be spent organizing the Bee Survey or other events and fundraisers.

The Education Director will be out of the office from June-August and the VC will take on the responsibility of maintaining the hoop houses at school sites to ensure successful plant propagation. This will increase VC hours by 5 per week.