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**Position Announcement: 2021 LBSW Volunteer Coordinator**

**Open Date: July 6, 2021**

**Close Date: July 18, 2021**

**The Program**

The Linn Benton Salmon Watch (LBSW) program is an outdoor, experiential program that teaches local 5<sup>th</sup> and 6<sup>th</sup> grade students about salmon and healthy watersheds. Salmon Watch learning topics typically include: Salmon Biology, Macroinvertebrates, Water Quality, and Riparian Areas. The LBSW program is coordinated by a committee of representatives from Benton Soil and Water Conservation District, Calapooia & South Santiam Watershed Councils, Oregon Department of Fish and Wildlife (ODFW), the US Forest Service, and retired elementary school teachers.

Volunteers are a critical part of the program and help to lead field stations, providing education for over 1,600 students annually about river health and the importance of salmon in the Pacific Northwest. The LBSW Volunteer Coordinator will be responsible for recruiting and training volunteers for the 2021 field trip season as well as leading field trip stations and end of the season reporting.

**Position Overview**

Starting in August, the Coordinator will be responsible for recruiting volunteers for the 2021 field trip season. Recruitment activities will include relationship building as well as virtual and in-person presentations to philanthropic groups, fishing groups, and local businesses (to introduce the Salmon Watch Program and share how members/employees can participate). The Volunteer Coordinator will remain in contact with groups and businesses to foster relationships and follow up with interested individuals. Volunteer recruitment will continue for the duration of the LBSW field trip season or until all available volunteer slots are filled. This is a temporary, part time position, with hours approaching 40 per week during September - October. Hours will vary each month depending on field trip schedules and volunteer availability.

**Main Duties and Responsibilities**

**Volunteer Recruitment and Training**

- Coordinate with Natural Resource partners to teach learning stations at Salmon Watch volunteer trainings
- Contact and reserve local venues in applicable natural settings, located near a creek or river, to host volunteer trainings
- Communicate via email with past & current volunteers, and new program partners to invite them to the trainings
- Follow up with any teachers who expressed interest in the Salmon Watch training, and schedule a teacher training in conjunction with the August volunteer training
- Schedule volunteers to lead field trip learning stations
- Prepare for and implement the September volunteer training for Benton County field trips

**Volunteer Management, Field Trip Coordination and Reporting**

- Communicate with volunteers throughout the duration of the Salmon Watch season.
- Ensure all station leader slots are filled, answer volunteer questions, and send reminder emails to volunteers.

- Learn how to teach the four Salmon Watch stations, and fill empty volunteer slots at field trips as needed.
- Compile and report program statistics

### **Preferred Experience**

- Experience with coordinating volunteers for large-scale programs.
- Experience implementing youth education programs and/or projects, especially for large groups.
- Some background in natural resources or natural resource education, especially aquatic ecology.

### **Required Skills**

- Ability to work independently and as part of a team.
- Excellent verbal, writing and presentation skills.
- Establishes strong working relationships with a large, diverse group of community members and partners.
- Highly organized, efficient and detail-oriented.
- Receives and incorporates feedback well.
- Demonstrates a commitment to working toward an equitable, diverse, and inclusive anti-racist workplace.
- Proficient with MS Office software, Google Suite, and Adobe.

### **Preferred Attributes**

- Effectively conveys complex information to a variety of audiences.
- Self-motivated, enthusiastic, creative, and resourceful.
- Thrives in a dynamic work environment.
- Spanish language proficiency.

### **Compensation**

- \$20 per hour, not to exceed \$8,900
- Duration of employment: August 1st - November 30, 2021
- Travel reimbursement at the current federally calculated rate will be provided for use of a personal vehicle.

### **Physical Demands and Work Environment**

- Job duties will be performed both in a remote-work environment and outdoors in the field.
- Field sites range from Sweet Home to Alsea, Oregon.
- Field work may occur in inclement weather such as cold, rain or snowy conditions.
- Job requires bending, climbing, crawling, kneeling, lifting up to 35 pounds, pulling, sitting, walking or hiking over rough rocky terrain, over steep slopes and working in cold water.
- Some weekend and evening work will be required, particularly for training events.
- Access to an insured vehicle or other mode of dependable transportation.
- Employee must pass a background check to work with youth.

### **How to Apply**

Send an application as a single PDF or Word document to: [info@lbsw.org](mailto:info@lbsw.org).

- Applicants must include a resume, cover letter, and list of three professional references. Application must be received by 11:59 pm on July 18, 2021. Late or incomplete applications cannot be reviewed.