



Environmental Project Manager/Volunteer Coordinator Position Available

May 25, 2011

INTRODUCTION: Channel Islands Restoration is offering a unique and challenging full-time position assisting us with supervising adult volunteers and school children on habitat restoration projects on the Channel Islands and the mainland. This is a unique opportunity to work in the field of habitat restoration, volunteer coordination and environmental education with a fast-growing and dynamic non-profit organization.

POSITION: Project Manager/Volunteer Coordinator

POSITION(S) TERM: Full-time -- starting immediately

REPORTS TO: Executive Director & Operations Manager, Channel Islands Restoration

SUMMARY: This is a full-time position with three major components: volunteer coordination (40%) habitat restoration (30%) and environmental education (30%). Many duties will be performed in cooperation with other CIR staff members. Specific duties may be adjusted to fit an approximately 40 hour work week, depending on seasonal fluctuations and workload. The volunteer coordination and educational components will involve both office/administrative duties and field responsibilities, and the habitat restoration component will involve mostly field work. The individual will work in close cooperation with CIR staff and representatives of partner organizations. Although the ideal candidate will possess experience with all three components, CIR will consider training an otherwise strong candidate that is not completely experienced.

DUTIES, RESPONSIBILITIES AND QUALIFICATIONS:

Volunteer Coordination Responsibilities:

1. Develop, promote, and maintain a wide range of volunteer opportunities within the organization through written communications, including email, social media and press announcements and in cooperation with other CIR staff.
2. Recruit volunteers to commit to one-day, short-term, and long-term volunteer opportunities on the mainland and Channel Islands in cooperation with the Operations Manager.
3. Communicate regularly with volunteers to answer questions and provide instructions.
4. Act as a single point of contact for communications with volunteers and interested corporate/service groups and schools.
5. Research relevant community organizations to recruit additional volunteers.
6. Outreach to communities in Southern California and beyond, through public presentations, social media and other methods to promote volunteer projects in cooperation with other CIR staff.
7. Meet and/or accompany volunteer groups on volunteer work days on the mainland and Channel Islands and some overnight trips to the Channel Islands.
8. Manage volunteer paperwork (including waivers and permission slips) for CIR and partner organizations.
9. Work in close cooperation with partner organizations on schedules and volunteer needs.
10. Supervise volunteer groups removing invasive plants, collecting seed and growing native plants in an island nursery.
11. Co-facilitate and support training of all volunteers for CIR and partner organizations.
12. Document and log volunteer hours in volunteer tracking system and report hours to CIR and partner organizations.
13. Perform miscellaneous office/administrative tasks.

Volunteer Coordination Qualifications:

The ideal candidate will possess:

- The ability to communicate with, supervise, motivate and empower volunteers to be effective in their roles. Experience with volunteers given preference.

- Strong language and communication skills (written and oral).
- Strong interpersonal skills
- Ability to build relationships and work with volunteers, community members and CIR Partners.
- Ability to work with people from diverse backgrounds and patience in dealing with varied volunteer needs and abilities.
- Ability to work well independently and on a team.
- Availability, dependability, and willingness to be flexible.
- The ability to give presentations to large groups.
- Proficiency with MS Office, Word, Excel and PowerPoint. Website maintenance skills a plus.
- Ability to multitask and manage complicated deadlines

Habitat Restoration Responsibilities:

1. Conduct eradication and control of priority invasive plants at various restoration sites on the Channel Islands and Mainland. Utilize hand tools, power brush cutters, chain saws, herbicide spray bottles, backpacks, and motorized rigs.
2. Supervise individual volunteers, volunteer groups and sub-contracted crews in invasive plant management activities and installing and maintaining native plants at project sites.
3. Record locations of invasive and native rare plant populations using Global Positioning Systems (GPS units) and hard copy maps.
4. Maintain Program equipment.
5. Participate in desk duties relating to position including compiling and disseminating field notes and data.

Habitat Restoration Qualifications:

The ideal candidate will have:

- A B.A. or B.S. or greater in weed science, agriculture, botany, biology, ecology, natural resource management, or equivalent from an accredited institution preferred.
- A great work ethic, work efficiently, enthusiastic, will pay attention to detail and above all be a positive functioning member of a diverse team. Ability to work independently and safely essential.
- Experience utilizing hand-tools. Must be willing to work with herbicide. Training in herbicide safety and application will be provided as needed.
- Knowledge of the basic use of hand tools needed, such as loppers, Pulaski, McLeod, shovel, hoe, etc. Knowledge of GPS needed, however training will be provided. Familiarity with invasive plant species desired.
- A Class C Drivers License. Applicant must be willing to commute to neighboring communities to perform work.
- The ability to work and hike outdoors in all weather conditions, ability to work long hours outdoors, ability to lift and/or move up to 30 pounds. Fieldwork involves manual labor, hiking over steep, rugged terrain with frequently unstable rocky substrate while carrying hand tools and filled backpack sprayers. Handling of plants is routine. Contact with cactus, stinging nettle and poison oak is common. Must be willing to wear appropriate safety gear such as coveralls, hiking boots, gloves, and goggles.
- The ability to deal with field conditions that are strongly weather-dependent and may be hot, dusty, cold, muddy, and/or wet depending on season and degree of exposure. Must be willing make multi-day trips to the Channel Islands.
- Current First Aid and current CPR certification (can be obtained after duties commence).

Environmental Education Responsibilities:

1. Outreach to and recruitment of public schools to participate in the CIR education program.
2. Act as a point of contact for teachers, educationalists and colleagues, responding to requests for information on educational program.
3. Coordinate schedules between schools, National Park Service personnel, other CIR partners and boat operators.
4. Provide in-class educational presentations.
5. Manage student and adult volunteer paperwork (including waivers and permission slips) for CIR and partner organizations.
6. Recruit adult volunteers to assist with island fieldtrips.
7. Conduct island volunteer restoration fieldtrips, with top attention paid to safety and protecting sensitive resources.
8. Provide reporting to granting agencies and CIR partners

Environmental Education Qualifications:

The ideal candidate will have:

- Desire, ability and experience working with children outdoors.
- Effective organizational and time-management skills. The ability to assess needs, identify objectives, and collect and

- record relevant information. Prioritize actions that must occur, and establish communication with affected parties.
- The ability to act as a point of contact for teachers, educationalists and colleagues, responding to requests for information on educational issues.
 - Strong interpersonal skills.
 - Marketing or community outreach experience a plus.
 - Experience developing and delivering presentations in a variety of formats.
 - Current First Aid and current CPR certification (can be obtained after duties commence).

TO APPLY:

Submit a cover letter of intent to apply (limit one page), and a résumé (limit two pages) via email. Candidates may also submit reference letters from previous employers or teachers. The most qualified candidates will be invited to interview. Further details can be provided by contacting:

Ken Owen
Channel Islands Restoration
ken@cirweb.org

More information on Channel Islands Restoration can be found on our web page at: www.cirweb.org.

Channel Islands Restoration is a non-profit organization that restores habitat in sensitive and unique natural areas on the California Channel Islands and adjacent mainland. We help protect rare and endangered native plant and animal species by restoring the natural habitat they depend on for survival. We educate a variety of groups about the value of native habitat and how to protect it. We recruit volunteers and identify and develop public and private funding sources for habitat restoration programs.

Channel Islands Restoration is an "at will" employer offering equal employment opportunity without regard to race, color, creed or religion, age, sex, national origin, sexual orientation or disability (within the physical parameters defined in the position description and those associated with remote work locations). Any offer of employment will be contingent upon verification of individual's eligibility for employment in the United States.