



Adriana Hess Audubon Center
2917 Morrison Road West
University Place, WA 98466
(253) 565-9278
www.TahomaAudubon.org

Part-Time Volunteer & Environmental Education Coordinator

About Tahoma Audubon:

Tahoma Audubon Society is a grassroots conservation and environmental education organization founded in 1969 and based in University Place, Washington. It is an independent chapter of National Audubon Society, partner with Audubon Washington, and serves Pierce County. Tahoma Audubon operates the Adriana Hess Audubon Center (where the office is located) in a public park in University Place, partners with the Tacoma Nature Center on environmental education, and provides programming at Morse Wildlife Preserve in rural Graham, WA. With an annual operating budget of \$200-300,000 per year, one full and two part-time staff positions, and two part-time contractors, Tahoma Audubon mobilizes members, volunteers, and the broader community to implement its conservation policy and advocacy priorities, and conducts experiential learning programs throughout Pierce County, WA, engaging adults, seniors, and families to foster life-long learning and nature appreciation.

The mission of Tahoma Audubon Society is to connect people with birds, other wildlife, and their habitats through education, conservation, and recreation.

Position Summary:

Tahoma Audubon Society seeks a part-time Volunteer and Environmental Education Coordinator to oversee volunteers and community outreach, focusing on three main areas:

- **Volunteers:** Coordinate volunteer training, recruitment, supervising, recognition, communication, and placement of all volunteers.
- **Environmental Education:** Coordinate and lead environmental education and outreach opportunities for the organization, train volunteers, and establish and update the annual calendar of outreach events.
- **Information Management:** Coordinate logging of volunteer hours, and database entry for programs.

Tahoma Audubon Society will be celebrating its 50th anniversary in 2019, which is an incredible opportunity to recruit volunteers and participate in additional environmental education activities. The organization is also poised for growth and changes needed to usher us into another 50+ years of serving the local community. The Volunteer and Environmental Education Coordinator will be joining the organization at an exciting time of change, growth, and celebration.

Primary Duties:

Volunteers: Recruitment, Supervising, and Training – 45%

- Works closely with the Executive Director (ED) to identify volunteer needs for the organization and recruit, train, and supervise all volunteers
- Coordinates the annual Volunteer Appreciation Party
- Develops regular volunteer communications including emails, phone calls, and mail
- Coordinates regular volunteer trainings for new and returning volunteers
- Handles all volunteer inquiries
- Keeps current on best practices in volunteer and community engagement coordination
- Provides support to Membership Committee and the Development and Membership Manager for special member programs and fundraising events, including creating promotional strategies and materials

Environmental Education: Planning and Implementation– 45%

- Establishes and coordinates the annual calendar of environmental education events and programs for the organization, including fee-based programs
- Collaborates with the Education Committee Chair and participates in monthly Education Committee meetings
- Participates in regular meetings with appropriate staff at Tacoma Nature Center to coordinate shared activities
- Coordinates and trains volunteers to fulfill fee-based and other environmental education programs for the organization
- Promotes programs and events through creation of promotional strategies and materials
- Leads environmental education programs on occasion

Information Management – 10%

- Assists volunteers in logging their volunteer hours
- Completes data entry for environmental education programs and events

Other duties as assigned

Desired Skills & Qualifications

- At least 3 years of professional experience coordinating volunteers in a nonprofit
- Experience leading educational outreach programs for youth and adults, particularly focused on nature or birds
- BA/BS degree or higher preferred
- Excellent written and oral communication skills, with demonstrated ability to communicate with youth and adults from all backgrounds
- Good time management skills and ability to prioritize multiple tasks
- Experience working in a small non-profit setting
- Deep commitment and passion for the conservation of natural resources and the mission of Tahoma Audubon Society
- Advanced proficiency with PC-based software, including Microsoft Office suite

Other Job Requirements

- Must have a valid drivers' license, proof of insurance and reliable transportation
- Work hours are variable; must be able to work occasional evening and weekend hours for events and programs
- Must be able to lift 40 lbs

Salary, Benefits, Terms

This is a part-time position, for 15 hours a week. The salary range is \$11,700 to \$15,600 annually, depending upon experience. Benefits include paid vacation days and paid holidays. We offer a flexible work schedule as well as some telework opportunities. Prior to employment, candidates will need to successfully complete a criminal history background check.

Tahoma Audubon is committed to Diversity, Equity, and Inclusion, and our statement can be found on our website (<http://tahomaaudubon.org/resources/Documents/Diversity Statement 2017-final.pdf>).

To Apply

Submit resume, cover letter, and the names and contact information for three professional references by September 30, 2017 with: "Hiring Committee-Volunteer & Environmental Education position" in the subject line. Position will be open until filled, and applications will be reviewed as they are received. Candidates are encouraged to submit materials electronically to emilyk@tahomaaudubon.org. No phone calls please. If materials cannot be sent electronically, hard copies can be sent to:

Emily Kalnicky, Executive Director
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2917 Morrison Road W.
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