



2017 VOLUNTEER SPECIALIST (JAN - DEC)

ABOUT EARTHCORPS:

EarthCorps (EC) is a Seattle-based nonprofit organization with a mission to build a global community of leaders through local environmental service. EC's Corps Program is an intensive year-long training program that unites young adults (ages 18-25) from across the United States and around the world to learn skills in community building, habitat restoration, and leadership. EC program participants are part of a diverse group of emerging environmental leaders committed to teamwork, service, and personal growth.

POSITION SUMMARY:

The volunteer specialist is an AmeriCorps seasonal position with EC. This position is part of the EC Volunteer (ECV) Program and assists in all aspects of volunteer organization, coordination, and youth outreach events. Service will include volunteer event planning, on-site leadership of volunteers, implementation of environmental outreach activities for a variety of audiences, and maintenance of tools and materials. The volunteer specialist will also complete field service alongside their team to accomplish the field goals of EarthCorps.

This position spends 70% of its time outdoors in the field and 30% in an office setting. This position reports to the Volunteer Program Coordinator and Corps Operations Manager and serves at project sites throughout the Puget Sound region (in urban, suburban, and rural settings).

DUTIES AND RESPONSIBILITIES:

Project Coordination and Implementation:

- Organize and lead high quality, safe, and educational volunteer events every Saturday and some weekdays.
- Assist project managers with the coordination of volunteer events, field projects, site restoration planning, and documentation of work completed.
- Communicate with agency and community partners on a regular basis, attending site visits with EarthCorps staff and agency/community partners as needed.
- Serve as on-site Event Manager for EarthCorps volunteer events.
- Complete non-volunteer field projects at least one week per month, working with fellow Volunteer Specialists.
- Lead by example while serving alongside first-year corps members and community volunteers in all weather conditions.
- Assist with volunteer recruitment utilizing activities such as hosting information tables and posting fliers.
- Maintain EarthCorps Volunteer Program materials, tools & vehicles.
- Work alongside other Volunteer Specialists to create a supportive and collaborative team.
- Mentor and support first-year corps members as they are leading volunteer groups.
- Communicate clearly and regularly within the ECV Team to ensure materials, vehicles, and staffing is adequate and appropriate to meet volunteer event needs on any given day.
- Motivate, educate, and inspire EarthCorps volunteers.

Training and Instruction:

- Participate in EarthCorps Education Program, by attending and contributing to scheduled education days and topics such as volunteer management, public speaking, team building, Pacific Northwest ecology, habitat restoration best management practices, environmental education, and communication.
- Lead work training and environmental education activities for elementary, middle, high school and college-level service learning students.
- Train community volunteers in environmental restoration techniques and related topics.
- Conduct volunteer leadership trainings for first-year corps members.
- Conduct audience-appropriate trainings and presentations in such areas as: project orientation, proper tool use, first aid, workplace safety, environmental restoration, natural resource management, leadership/coordination skills and community service.
- Participate in three program retreats throughout the year.

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6310 NE 74th Street, Suite 201E Seattle, WA 98115 phone 206.322.9296 fax 206.322.9312 www.earthcorps.org

Communication:

- Prepare oral and written reports, including before and after photos of volunteer events, daily work logs, work project summaries, equipment use and maintenance logs, and incident reports.
- Meet regularly with Volunteer Program Coordinator and Volunteer Program staff.
- Strive for professional, clear and open communication amongst the ECV Team and all EarthCorps staff.
- Demonstrates sensitivity to, and awareness of, cultural differences and their effect on the team.
- Participate in all relevant meetings.

Program Support:

- Enforce the standards of behavior as well as policies and procedures of EarthCorps and ensure adherence to program goals and mission.
- Lead or join first year restoration crews if necessary.
- Perform other relevant duties such as planning and implementation of education days for first-year corps members and volunteer specialists, act as an example for first-year corps members, and work alongside Crew Leaders to form a cohesive and professional leadership team.

Restoration is physically demanding service that takes place outdoors in all weather conditions. Each year new members consistently underestimate the physical and mental requirements. Service regularly involves:

- Long days of repetitively shoveling, digging, and swinging heavy tools
- Heavy lifting of up to 50 lbs. (22kg) and bending over for lengths of time
- Working, eating, and living in the outdoors in all weather conditions
- Walking on steep or uneven terrain up to 8 mi. (13 km) while carrying 40 lbs. (18 kg) of weight

Please consider the nature of the work prior to applying and let us know if you have any specific questions or concerns.

REQUIRED QUALIFICATIONS

- Experience in environmental restoration or a similar work environment
- Experience leading others in outdoor activities
- Commitment and ability to serve for the full AmeriCorps term
- Demonstrated high level of personal responsibility and professionalism

DESIRED QUALIFICATIONS

- Capacity to work with and adapt leadership style for diverse groups of community volunteers
- Experience leading volunteers in an outdoor setting
- Ability to bring positivity, humor and optimism to challenging situations
- Demonstrated ability to make safe decisions with limited information
- WA state drivers license and comfort driving 12 passenger vans and large trucks
- Wilderness First Aid or First Responder, WA State herbicide applicators license

VOLUNTEER SPECIALIST TERMS OF SERVICE:

- STATUS: Temporary, exempt
- PERIOD OF EMPLOYMENT: mid-January to mid-December, 2017
- STIPEND AMOUNT: \$1550/month
- TYPICAL HOURS OF SERVICE: 7:20 a.m. - 5:30 p.m. Tues. - Sat. with alternating Tuesdays off (1/2 hour lunch does not count towards AmeriCorps hours)
- AmeriCorps members must abide by policies set by CNCS and complete 1,700 hours of service, including mandatory trainings.
- Overnight retreats and education sessions must be attended to fulfill AmeriCorps requirements
- Criminal history checks conducted to fulfill AmeriCorps requirements

BENEFITS:

- For eligible participants: AmeriCorps education award of approximately \$5,775 upon completion of 1,700 hours
- Wilderness First Aid (WFA) training provided if needed
- Education & Training
- Days off & holidays permissible as designated by EarthCorps (6 personal days, as standard)
- Medical Insurance
- Subsidized ORCA Pass for bus transportation
- Boots, pants, t-shirt, rain gear, and safety equipment provided

This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or, religion.

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