



2019 VOLUNTEER SPECIALIST (JANUARY - DECEMBER)

ABOUT EARTHCORPS:

EarthCorps (EC) is a Seattle-based nonprofit organization with a mission of developing leaders to strengthen community and restore the health of our environment. 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 position with EC. This position works as part of the EarthCorps Volunteer (ECV) program and assists in all aspects of volunteer organization, coordination, and youth engagement events.

This position provides a good mix of field experience along with office experience. The amount of time spent outdoors and in the office fluctuates throughout the year, with more volunteer events in the spring and fall, and fewer events in the winter and summer. Field work includes onsite leadership of volunteers of all ages, invasive plant removal, native plant installation, facilitating outdoor educational activities, and maintaining tools and equipment. Office tasks include planning for volunteer events, maintaining of systems, and designing and implementing outreach activities and materials for a variety of audiences.



This position reports to the Volunteer Program Manager and Corps Operations Manager and works closely with Volunteer Project Managers. It involves working closely as part of the ECV team as well as a fair amount of time working independently. Volunteer Specialists will participate fully in an orientation as well as designated retreats, workshops, and trainings throughout the year. The position is offered through the Corporation for National and Community Service (CNCS). As such, all applicants must meet the requirements to become an AmeriCorps member and abide by AmeriCorps policies.

DUTIES AND RESPONSIBILITIES:

Project Coordination and Implementation:

- Organize and lead high quality, safe, and educational volunteer events every Saturday and some weekdays.
- Motivate, educate, and inspire EarthCorps volunteers.
- Assist project managers with the coordination of volunteer events, field projects, site restoration planning, and documentation of work completed.
- Assist with volunteer recruitment activities such as hosting information tables and posting fliers.
- Maintain EarthCorps Volunteer Program materials, tools & vehicles.
- Complete non-volunteer field projects as needed by the organization.

Communication:

- Strive for professional, clear, timely and open communication amongst staff and corps participants.
- Prepare oral and written reports, including before and after photos of volunteer events, work logs, work project summaries, equipment use and maintenance logs, and incident reports.
- Meet regularly with Volunteer Program Manager and Volunteer Project staff.
- Communicate clearly and regularly within the Volunteer Program to ensure materials, vehicles, and staffing is adequate and appropriate to meet volunteer event needs.

Program Support:

- Foster and encourage leadership development in oneself as well as other corps participants.
- Work with Volunteer and Outreach Specialists to create a supportive and collaborative team.
- Lead by example while serving alongside EarthCorps restoration crews and community volunteers in all weather conditions.

LOCAL RESTORATION | GLOBAL LEADERSHIP

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

Habitat restoration is physically demanding service. Each year new members consistently underestimate the physical and mental requirements. The Volunteer Specialist must both have the capacity to perform restoration tasks in challenging physical situations and ability to motivate others. Service regularly involves:

- Long days of repetitively shoveling, digging, and swinging heavy tools.
- Heavy lifting up to 50 lbs. and bending.
- Working in the outdoors in all weather conditions, including heat/cold/rain.
- Walking on steep or uneven terrain up to 8 mi. (13 km) while carrying 40 lbs. (18 kg) of weight.
- Potentially performing herbicide applications.

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

TERMS OF SERVICE:

- STATUS: Temporary, exempt
- PERIOD OF SERVICE: January 16th to December 13th, 2019
- TYPICAL HOURS OF SERVICE: 7:20 a.m. – 5:10 p.m. Tues-Saturday, alternating Tuesdays off (1/2 hour lunch does not count towards AmeriCorps hours), some evenings, overnights, and weekends are required.
- RATE OF PAY: \$1,750/month
- Criminal history checks conducted to fulfill AmeriCorps requirements.

REQUIRED QUALIFICATIONS:

- Desire to engage with people of various ages and backgrounds in an outdoor setting.
- Capacity to delegate, manage time, multitask, stay organized and be responsive.
- Commitment and ability to serve for the full AmeriCorps term.

DESIRED QUALIFICATIONS:

- Capacity to work with and adapt leadership style for diverse groups of community volunteers.
- Effective cross-cultural communication including sensitivity to and awareness of cultural differences and a commitment to working in an inclusive environment.
- Experience in environmental restoration or a similar work environment.
- Experience leading others in outdoor activities.
- Ability to bring positivity, humor, and optimism to challenging situations.
- Demonstrated ability to make safe decisions with limited information.
- Ability to commit to self-care in a highly social office and program environment.
- Capacity to take initiative and stay motivated in an office setting.
- Familiarity with restoration techniques and natural history of urban green spaces of the Pacific Northwest.
- Valid driver's license and comfort driving 12 passenger vans and large trucks.

BENEFITS:

- AmeriCorps education award of approximately \$5,815 upon successful completion of a minimum of 1,700 hours plus all EarthCorps program activities
- 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.