



## 2025 VOLUNTEER SPECIALIST

(MARCH - DECEMBER)

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### 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 18-29) 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. Ecological restoration is one tool to address these impacts of climate change and care for our land. Teams at EarthCorps have an opportunity to directly improve the resiliency of our land by restoring habitat, improving water and air quality, reducing erosion, sequestering carbon and engaging the broader community to become stewards of our shared resource. EarthCorps is an environmental restoration and leadership development organization, and we are committed to grounding our work with an environmental justice lens.

### POSITION SUMMARY:

The Volunteer Specialist is an AmeriCorps position with EarthCorps. This position works as part of the Community and Volunteer Engagement Team and assists in all aspects of volunteer organization, coordination, and community engagement events.

This position provides a good mix of field experience along with office experience. The amount of time spent outdoors or in the office fluctuates throughout the year. Events and busier periods may be sporadic throughout the year. Field work includes onsite leadership of volunteers of all ages, plant removal, native plant installation, facilitating outdoor educational activities, maintaining tools and equipment, and completing additional non-volunteer field projects with other crew members. Office tasks include planning volunteer events, maintaining systems, and designing/implementing outreach activities for various audiences.

This position reports to the Community & Volunteer Senior Manager. The Volunteer Specialist works closely with the Partnerships and Program Directors. Volunteer Specialists will participate fully in an orientation as well as designated retreats, workshops, and trainings throughout the year. All applicants must meet the requirements to become an AmeriCorps member and abide by AmeriCorps policies.

### DUTIES AND RESPONSIBILITIES:

#### Project Coordination and Implementation:

- Serves as onsite liaison between agency partners, project managers and volunteers.
- Support and lead high quality, safe, and educational volunteer events every Saturday and some weekdays.
- Mentor, guide, and inspire EarthCorps volunteers of all ages.
- Support team projects and programs like youth internships for students under 18.
- Assist project managers with the coordination of volunteer events, field projects, site restoration planning, and documentation of work completed.



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6310 NE 74th Street, Suite 201E Seattle, WA 98115 phone 206.322.9296 fax 206.322.9312 [www.earthcorps.org](http://www.earthcorps.org)

- Assist with volunteer recruitment activities such as hosting information tables and posting fliers.
- Maintain EarthCorps Volunteer Program materials, tools & vehicles.
- Serves as on-site project leader for EarthCorps.
- Complete non-volunteer restoration projects as needed by the organization.

### **Outreach**

- Connect community partners, volunteers and youth in South King County communities via promotion of events, educational tabling, and speaking events, social media, and other methods as appropriate
- Promote EarthCorps volunteer opportunities in South King County, with focused attention on the communities closest to project sites.
- Develop post event follow up communications to share, encouraging volunteers to continue participation in community events

### **Communication:**

- Strive for professional, clear, timely and open communication amongst staff and corps participants utilizing Microsoft 365, Salesforce CRM, organizational tools, and partner agency platforms.
- 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 Community and Volunteer team, Volunteer Manager, and Project Managers.
- Communicate clearly and regularly within the Volunteer Program to ensure materials, vehicles, and staffing is adequate and appropriate to meet volunteer event needs.
- Attend monthly staff meetings, share out successes and updates with staff and corps

### **Training**

- Attend regular Volunteer Program workshops, site visits, and community events to gain skills and context needed to rock it out in the community.
- Participate in meetings, events, and conversations about environmental and social justice, inclusion, equity, and other related topics.
- Explore individualized professional development opportunities
- Facilitate training and learning opportunities for community members in the field at community events and habitat restoration opportunities.

### **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.
- Collaborate with Communications manager for outreach and social media posts, monitor the volunteer email inbox and respond with professionalism.
- Lead by example while serving alongside EarthCorps restoration crews and community volunteers in all weather conditions.
- Research and develop a capstone project to culminate learning and experience.

Habitat restoration is a physically demanding service. The Volunteer Specialist must have the capacity to perform restoration tasks in challenging physical situations and the ability to motivate others. Service regularly involves:

- Long days of repetitively shoveling, digging, and swinging heavy tools.
- Heavy lifting up to 40 lbs. and bending.
- Working 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, operating heavy machinery such as brushcutters or chainsaws.

**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:**

- PERIOD OF SERVICE: **March 11, 2025** – December 12, 2025
- LOCATION: In person, EarthCorps Office (located in Magnuson Park) or onsite in the field
- TYPICAL HOURS OF SERVICE: 7:20am-5:00pm, Tues-Saturday, some evenings, overnights, and weekends are required. Hours and days may be adjusted based on need with advance notice.
- RATE OF PAY: Stipend of \$3,300/month
- STATUS: Temporary, enrolled through AmeriCorps
- 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:**

- For eligible participants: AmeriCorps Segal Education Award up to \$5,176.50 dependent on successful completion 1200 service term
- First aid training provided
- Education & Training
- PTO (7 sick days and 5 personal days) and holidays as designated by EarthCorps
- Medical, Vision and Dental Insurance
- Subsidized ORCA Pass for bus transportation
- Boots, pants, t-shirt, rain gear, and safety equipment provided

We encourage applicants from all racial, ethnic, religious and socioeconomic backgrounds, sexual orientations, and gender identities to apply, especially those from historically marginalized communities.