

## **Audubon Society of Lincoln City**

### **Position Title: Volunteer Coordinator, Coastal Habitat Campaign**

**Status:** Part-time, 15 hours/week  
**Compensation:** \$18.45/hour  
**Schedule:** Variable  
**Reports to:** ASLC Coastal Habitat Campaign Coordinator

#### **MISSION OF AUDUBON SOCIETY OF LINCOLN CITY (ASLC)**

To encourage residents and visitors to protect and enjoy the native birds, other wildlife, and habitats found on the Central Oregon Coast.

#### **ORGANIZATION OVERVIEW**

Audubon Society of Lincoln City (ASLC) became a chapter of National Audubon in 2005 with the mission to encourage residents and visitors to protect and enjoy the native birds, other wildlife, and habitats found on Oregon's Central Coast. ASLC had three founding goals: (1) Offer EDUCATION experiences in nature to resident and visiting children and adults; (2) Initiate CONSERVATION projects to benefit birds, other wildlife, and their habitats; and (3) Create local engagement with COMMUNITY SCIENCE data collection and observation programs. As the chapter grew, these original goals have endured. However, the means to achieve them evolved from initial plans for an environmental education center to becoming a local leader in strategic, systemic efforts that not only raise awareness of birds and their habitats, but also advances their conservation through advocacy for protected areas, policy alignment, and sustainable public education initiatives. Visit [www.lincolncityaudubon.org](http://www.lincolncityaudubon.org) for more information.

#### **OUR COMMITMENT TO DIVERSITY AND INCLUSION**

As we pursue the critical work of conservation and education, Lincoln City Audubon is guided by the ideals of equality, dignity, and mutual respect. Recognizing the strength that comes from diversity in both natural systems and human communities, we welcome all people, regardless of race, gender identity, sexual preference, age, or citizenship status. We will continually seek to advance and prioritize diversity, equity, and inclusion through our programs and partnerships.

## **POSITION SUMMARY**

The Volunteer Coordinator is responsible for developing, implementing, and leading a volunteer program for our Coastal Habitat Campaign (CHC), which includes stewardship programs at our newly designated Marine Conservation Areas. Tasks include, but are not limited to, working with and engaging individuals, coastal conservation groups, and businesses that are interested in participating in our CHC efforts. The coordinator will recruit and train volunteers, track volunteer hours, and provide volunteer support.

## **RESPONSIBILITIES AND DUTIES**

### **Develop and manage Coastal Habitat Campaign (CHC) Volunteer Program**

- Work with ASLC board and staff to identify volunteer needs and opportunities.
- Work with the CHC Coordinator to develop and maintain volunteer program goals and procedures.
- Collaborate with other coastal conservation groups.
- Complete volunteer program administrative tasks including: develop a tracking system, develop a volunteer recognition program, maintain digital filing, submit background checks, enter associated data, and more.
- Plan, schedule, and evaluate the work of volunteers; develop, implement, and monitor work plans to achieve program objectives, goals, and performance measures.
- Obtain special use permits as required. Liaise with on-the-ground State agency personnel as needed.
- Work to build camaraderie among ASLC volunteers and help increase their commitment to ASLC conservation efforts.
- Foster a culture of equity and inclusion by welcoming and meeting the diverse needs and perspectives of groups and individuals.

### **Recruit, coordinate training, and mentor volunteers for ASLC conservation programs**

- Recruit, manage, train, and oversee CHC volunteers.
- Work with ASLC conservation, community science, and education teams to identify and fill volunteer positions.
- Assist with volunteer recruitment and training for other ASLC efforts.
- Support coastal habitats educational outreach to students.

- Maintain the volunteer schedule and track projects and hours.
- Work with the ASLC leadership and staff to provide fulfilling opportunities for volunteers.
- Provide follow-up with volunteers to ensure each has a fulfilling experience.
- Ensure that volunteer activities and operations comply with agency special use permit requirements as well as ASLC policies.
- Implement volunteer recognition and appreciation activities.

### **Promote ASLC programs and volunteer opportunities**

- Work with leadership and staff on promotional materials and activities.
- Promote ASLC programs at public events and tabling.
- Collaborate with other conservation groups and agencies on volunteer opportunities/training.
- Work with ASLC leadership and staff to provide engaging, effective, and accurate communications through regular updates to all volunteers.

### **Perform miscellaneous duties as required.**

## **QUALIFICATIONS**

### **Skills**

- Knowledge of project management, principles, and techniques.
- Knowledge of marine science and/or coastal natural history is desirable.
- Experience in recruiting, training, and managing volunteers.
- Ability to work well with others and to work independently with minimum supervision.
- Strong organizational skills with the ability to meet deadlines.
- Oral, written, and digital communication skills.
- Capability to work with people of diverse backgrounds, cultures, and professional disciplines.
- Aptitude to work both independently and in cross-functional teams with minimal supervision, and to solve problems creatively.
- Bilingual English-Spanish speaking is a plus.

### **Competencies**

- A commitment to proactively solve problems leading to positive outcomes.
- The ability to work well with a team and work independently with minimal supervision.

## **Working Conditions**

- Work may be done at home and/or at the ASLC office (wi-fi provided at office).
- Work is seasonal, approximately April through September.
- Schedule is flexible but should average 15 hours/week within each month.
- Applicants must have a valid Oregon Driver's License, provide their own transportation (mileage is reimbursed), and reside in Tillamook or Lincoln County.
- Applicants must provide and cover the cost of their own phone and computer services.

## **Employment Conditions**

This is an at-will position. The position is funded for three years. The Volunteer Coordinator will report to the Coastal Habitat Campaign Coordinator and will work closely with the CHC team to achieve campaign goals.

ASLC is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

*Last revised: Jan. 02, 2024 KSd*