



Now Recruiting for Volunteer Coordinator & Urban Planning Assistant (AmeriCorps Member)



PCEI AmeriCorps program: The Palouse Clearwater Environmental Institute (PCEI) provides leadership and professional experiences to AmeriCorps members by partnering with local organizations to complete projects that engage members of their communities in environmental education activities and hands-on restoration activities that serve to improve and enhance the health of our natural surroundings. For more information, visit <http://www.pcei.org/ameriCorps/>

Project Sponsor: U.S. Fish & Wildlife Service, Deer Flat National Wildlife Refuge, 13751 Upper Embankment Road, Nampa, ID 83686, <http://www.fws.gov/deerflat>, 208-467-9278.

Position Summary: The Volunteer Coordinator & Urban Planning Assistant will work with refuge staff, volunteers, and partners to:

- Support all refuge volunteer programs, including habitat improvement, wildlife monitoring, environmental education, visitor services, maintenance, and more.
- Support a visitor services planning effort to align Deer Flat NWR programs with U.S. Fish and Wildlife Service (USFWS) policy and the USFWS Urban Wildlife Conservation Program (<http://www.fws.gov/urban>) to reach new audiences and serve visitors who have not known about or felt comfortable exploring the Refuge. We will build relationships with community leaders and organizations to figure out what community needs overlap with Refuge goals and where we can build programs that benefit both the community and the refuge.

Full Time position for 11 months between approximately October 2020 and August 2021.

Important Note: This position is *contingent on funding*. Funding should be confirmed in late August.

Member Benefits include:

- A taxable, monthly living allowance (\$14,279 paid over the term of service).
- Upon successful completion of a term of service, eligible members receive an education award of \$6,195.00 for a full-time position. The education award can be used to repay qualified student loans or for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
- Free, lakeshore housing available on the Refuge.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable.)
- Basic medical insurance for those who qualify.
- Childcare allowance for those who qualify.
- Professional development, trainings and networking opportunities.
- Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals and conduct activities in fully accessible settings.
- Access to government vehicle for member service activities.
- Funding available for some position-related training.

Application Instructions:

Please submit complete application by **August 18, 2020**. We will begin reviewing applications on August 19. Please submit: 1) Cover letter, 2) Resume, 3) Contact information for three *professional* references, and 4) Narrative responses to these questions: a) Describe experiences that demonstrate your knowledge of and skill in supervising volunteers or staff and b) Describe experiences that demonstrate your skill and experience in facilitating conversations one-on-one and in groups with diverse people. Submit to susan_kain@fws.gov. Contact Susan Kain (208-989-4040) for more information.

(Continued on Reverse)

Essential Functions

- Support all aspects of the refuge volunteer program, including:
 - Increase awareness of refuge programs through community outreach and recruit volunteers.
 - Educate teen and adult volunteers on topics relevant to their volunteer role (e.g., refuge purpose and opportunities, National Wildlife Refuge System, and ecology and wildlife/habitat management).
 - Coordinate, and often lead, individual and group projects.
 - Communicate with new and existing volunteers through phone calls, emails, a monthly newsletter, etc.
 - Organize volunteer recognition events.
 - Manage volunteer database and other records.
 - Work with partners to coordinate the education and service components of the Deer Flat Master Naturalist chapter, including educating chapter members about the refuge and refuge opportunities.
- Support all aspects of the planning process, including:
 - Assess current refuge programs.
 - Learn more about the local community (e.g., demographics, potential partners, etc.).
 - Engage with community leaders and groups to orient them to the refuge and Urban Wildlife Conservation Program, listen to community and group needs, and assess where community needs dovetail with refuge goals.
 - Work with community members, partners, volunteers, and staff to design programs to inspire diverse local communities to spend more time outdoors and make wildlife, habitat, and conservation relevant in their daily lives.
- Complete and submit all necessary PCEI AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.

Member Qualifications:

- A background in volunteer management, public administration, planning, wildlife biology, natural resources, or a related field. A bachelor's degree is preferred.
- Experience overseeing volunteers or staff, preferably in a natural resources context.
- Experience developing and conducting formal presentations for groups of varying backgrounds.
- Excellent written and oral communication skills.
- Excellent organizational and computer skills.
- A self-motivated, creative, and resourceful individual to work with diverse groups of people.
- Ability to communicate and interact in a positive, professional manner with various populations, such as project partner(s), colleagues, community volunteers, students, and the general public.
- Ability to work independently or on a team as needed.
- Ability to speak Spanish preferred.

Position Requirements:

- Desire to serve with people to promote environmental stewardship and an ethic of service.
- A commitment to the goals of Deer Flat National Wildlife Refuge
- Work a flexible schedule, including some evenings and weekends.
- Work in an office setting and outside.
- Valid driver's license and good driving record. Drive government vehicle as required for position.
- At least 17 years of age at beginning of service term.
- U.S. citizen, national or lawful permanent resident.
- Possess high school diploma or equivalent, or commit to earning one prior to receiving award.
- Ability to commit to the full term of service.
- Must successfully pass fingerprint criminal history background checks through PCEI and Refuge.
- Wear PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Have regular and reliable attendance and dependability.
- AmeriCorps members can enroll in multiple terms of service that add up to the value of two full-time education awards. You can serve additional terms but will not receive an additional education award.
- Regular and reliable attendance and dependability.