

## ***Help connect community members to a cause they care about!***



**Position Title:** Volunteer Coordinator

**Project Sponsor:** The Peregrine Fund – World Center for Birds of Prey

**Position Summary:** The Volunteer Coordinator will work closely and collaboratively with the Manager of Volunteer Engagement to facilitate volunteer activities at The Peregrine Fund's World Center for Birds of Prey.

The heart of The Peregrine Fund's education program is our Interpretive Center where visitors have the opportunity to meet live raptors from around the world. The Interpretive Center provides a unique experience that engages the public about the importance of science and conservation. The Volunteer Coordinator ensures that environmental education programs are sufficiently staffed with volunteers.

The Volunteer Coordinator is an active member of the Education team and provides direct conservation education to the public. We aim to help visitors better understand concepts in raptor biology, ecology, and conservation as it relates to our mission, and there is much opportunity to learn from our guests and from each other. The Volunteer Coordinator will engage in the practice of interpretation alongside our staff and volunteers.

### **Member Duties:**

#### *Volunteer Program*

- Support recruitment of volunteers
- Support the onboarding of new volunteers
- Support the scheduling of Interpretive Center volunteers
- Support volunteers during daily operations and during special events
- Support volunteer communications and distribution of training tools
- Support the development, promotion, scheduling, and conducting of volunteer training
- Support the implementation of awards and recognition for retention of volunteers
- Support management of volunteer database
- Develop professional networks and an understanding of the volunteer administration field

#### *Education*

- Answer general questions and engage the visiting public about conservation issues
- Work with Education team to coordinate volunteer involvement for outreach opportunities
- Participate in the planning and coordinating of events throughout the year
- Perform a variety of operational tasks at the Center as needed (Point, Docent, Tour Guide)

**Requirements:**

- Must be at least **18** years of age.
- Must be U.S. citizen, national or lawful permanent resident.
- Must possess high school diploma or equivalent or commit to earning one prior to receiving award.
- Must be fluent in English.
- Must be able to commit to the full term of service for which they are applying.
- Must successfully pass a fingerprint criminal history background check provided through PCEI.
- Must complete and submit all PCEI AmeriCorps paperwork/reports in a timely manner.
- Must commit to and attend and complete all PCEI AmeriCorps training and service requirements including orientation, trainings, team meetings and national service days.
- Must wear AmeriCorps uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.
- Must have a cooperative manner and the ability to serve as part of a diverse team.
- Must have regular and reliable attendance and dependability.

**Preferred Skills:**

- Outstanding communication skills, both oral and written
- Demonstrated ability to organize and inspire a dedicated community of volunteers
- Must be a flexible self-starter, and a team player
- Understand general principles of customer service and crowd control
- Ability to coordinate multiple projects simultaneously
- Knowledge of Microsoft Office and Google Application suite
- Passion for education and the conservation of biodiversity
- Must possess and maintain a valid driver's license

**Member Benefits Include:**

- A taxable, monthly living allowance totaling \$20,400 for a 11-month /1700-hour term.
- Upon successful completion of a term of service, eligible members receive an education award in the amount of \$6,895 that 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.
- 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 all activities in full accessible settings.

**Project Location and/or Transportation Needs:** Personal vehicle would be necessary to travel to and from The World Center for Birds of Prey, 5668 W Flying Hawk Lane, Boise, ID 83709

**Dates of Service:** Full-time: 11 months, between September 2023 and August 2024 (These dates are TBD).

***Enrollment for this position is contingent upon continued funding from AmeriCorps.***