

New Volunteer Position: Volunteer Coordinator

Wallops Island, VA

<p>Volunteer Coordinator Chincoteague Bay Field Station Wallops Island, VA</p> <p><i>Letter of interest and Resumes due Jan 28, 2016</i></p> <p><i>Position Start: Feb 13th 2017</i></p> <p>Estimated Hours: 25-40 Hours a month, depending on the season.</p>	<p>This is an unpaid volunteer position or could be used for internship purposes</p> <p><u>Benefits</u></p> <ul style="list-style-type: none">• On-station meals when programs in session– vegetarian friendly• One free summer camp registration or one free adult and family program registration.• 3 free nights of on-site housing at the field station per calendar year and subject to availability.• Staff Uniform
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Chincoteague Bay Field Station is the residential field station of the Marine Science Consortium. We are located near a wealth of ecologically significant and environmentally rich habitats, such as productive saltmarshes, pristine barrier island beaches, peaceful cypress swamps, and sheltering maritime forests. The Chincoteague Bay Field Station provides outstanding multi-disciplinary, educational and research opportunities that celebrate the rich natural, cultural, economic, and technological resources of the mid-Atlantic Coastal region through field-based and hands-on learning, often in affiliation with multiple public and private partners. To accomplish this mission, the Field Station provides a unique set of educational and research experiences; expand research collaborations among member universities, NASA Wallops Flight Facility, US Fish and Wildlife Service, National Park Service, and other public and private partners; expand and enhance programs for pre-college, university, and adult learners.

POSITION OBJECTIVE:

We are looking for a Volunteer Coordinator to assist with the recruitment, management and motivation of volunteers in a variety of roles. This is an excellent opportunity to gain experience with a not-for-profit organization and to make an impact on important environmental issues. If you are an outgoing people person and care about education and the environment, we'd love to hear from you. Engaging, exciting, and inspiring volunteers is essential to caring for our environment and running our programs. Definitely a "people person" job.

KEY RESPONSIBILITIES:

- Recruit volunteers through the newsletter, email, community events, community calendars, volunteer fairs, social media, etc.
- Help education director hold volunteer interest meetings and/or schedule meetings with individuals as needed.
- Meet with education director, marketing coordinator, and program coordinators monthly to identify volunteer opportunities (roles, times, # of volunteers needed)
- Schedule volunteers for volunteer opportunities or provide sign up.
- Help facilitate volunteer training by assessing training options and scheduling training sessions
- Maintain volunteer database_process volunteer interest forms & applications and track volunteer hours and track training hours
- Provide ongoing volunteer recognition through notes, e-mail, etc.
- Along with chosen volunteer create a volunteer spotlight article 3 times a year

EXPERIENCE:

- You have some experience with volunteer recruitment and/or management, or as a volunteer
- You are organized
- You can manage multiple volunteers and projects or events
- You are motivated and community-oriented
- You are friendly and upbeat.
- You can relate to all age groups and personality types in a professional manner
- Excellent customer service skills
- Working knowledge of MS Excel and Computers.

Email application form, cover Letter, and resume to
Parker McMullen Bushman at parker@cbfieldstation.org
Or send a hard copy to

Education Director
ATTN: C. Parker McMullen Bushman
34001 Mill Dam Road
Wallops Island, VA 23337