



**Buffalo Niagara Riverkeeper is hiring 3 Americorps Positions in collaboration with
The Western New York Service Collaborative for 2012.
Please Apply by December 9, 2011.**

Citizen Action Volunteer Coordinator

1 Full Time AmeriCorps Position Available - Submissions due December 9, 2011

Position Title: Service Corps Citizen Action Volunteer Coordinator

Host Site: Buffalo Niagara Riverkeeper, Buffalo NY

Work Schedule: Must be flexible - Full Time - M-F 8:30 - 4:30 and some evening and weekends, especially in the spring and summer. The AmeriCorps contract is a one year term of service starting January 5- December 31, 2012. Start date in January is preferable.

Organization Summary:

Since 1989, Buffalo Niagara Riverkeeper has worked towards the protection and restoration of the Buffalo and Niagara Rivers and their tributaries. Riverkeeper's Citizen Action Program focuses on providing residents of the region with opportunities to increase their awareness about water pollution issues and actively participate in the restoration of the rivers.

Position Summary:

Coordinate and assist in volunteer recruitment and management, outreach, and restoration activities

We are seeking a dedicated Volunteer Coordinator to join our organization for a fulfilling position in the environmental field. The ideal candidate for the position of Volunteer Coordinator will be a self-motivated, organized, flexible, high-energy person with excellent interpersonal skills for interacting with the public and RIVERKEEPER staff. Experience and demonstrated achievement in program development, event planning, community leadership and volunteer organization are a plus.

Since 1989, Buffalo Niagara Riverkeeper has worked towards the protection and restoration of the Buffalo and Niagara Rivers and their tributaries. Riverkeeper's new Citizen Action Program focuses on providing residents of the region with opportunities to increase their awareness about water pollution issues and actively participate in the restoration of the rivers.

Essential Functions:

RIVERKEEPER is seeking an individual to assist with several tasks related to ongoing and future habitat restoration and water quality management efforts. Specific tasks include, but are not limited to:

Responsibilities:

1) Develop Volunteer Management Systems and volunteer recruitment strategies and implement several Citizen Action programs including:

- Manage the spring and fall shoreline clean-ups. This involves 40 sites through the Buffalo and Niagara Region and engages approximately 1500 volunteers biannually.
- Assist in the implementation of community-based restoration projects such as forest buffers, rain barrels, and rain gardens.
- Assist in the expansion of the river tour program for hiking, biking, and paddling eco tours.
- Recruit volunteers to serve as water quality monitors of streams and rivers and assist in their training of sampling procedures and protocols for the River Watch program.
- Assist in the implementation of a barrel and rain garden project within the City of Buffalo area Niagara Falls.



- 2) Serve as liaison with area colleges, universities, and other institutions to recruit volunteers and support service learning.
- 3) Assist in volunteer appreciation events and/or other special recognition.
- 4) Create and update citizen action website pages and research and write articles for volunteer recruitment publications, websites, e-newsletters, and blogs.
- 5) Manage and oversee tabling and participation at approximately 5-10 area events. Manage and lead presentations to appropriate groups and create promotional display boards, banners, and signs as necessary. Research and determine participation in area events.
- 6) Assist in proposal writing for grants and other partnership opportunities.
- 7) Coordinate activities of administrative volunteers and student interns on special projects.
- 8) Other duties as needed.

Proficiencies/Critical Skills:

Desirable Qualifications:

1. Organizational Skills
2. Excellent written and verbal skills
3. Personal dedication to environmental protection
4. Ability to interact and work with individuals from diverse backgrounds
5. Creativity, flexibility, strong collaborative skills and passionate about community revitalization
6. Ability to work weekends and evenings
7. Ability to lift 35 pounds
8. Transportation required
9. Must be computer literate and have a working knowledge of Microsoft Office Suite, Excel. Website design a plus;
10. Experience volunteering or managing volunteers
11. Must be able to multitask, and prioritize to handle multiple deadlines
12. Familiarity canoe paddling and/or driving motorized boat are a plus.
13. First aid training a plus.

Minimum Requirements/Qualifications

Must have BS or BA degree

Must have transportation

Must be a U.S. Citizen, national or lawful permanent resident alien

- Able to provide the following documentation: birth certification, driver's license or state photo ID, social security card and high school diploma or college degree
- Must undergo a national criminal history check ***REQUIRED***

Experience/Education: Required BA or BS in scientific or natural resources field - such as environmental science, natural resources management, biology, ecology, geography, geology, etc. Additional work or internship experience is a plus.

CANDIDATE QUALIFICATIONS:

- U.S. Citizen and 17-25 years of age (18-30 years of age for host site members)
- Willing and able to participate in physical labor of various degrees for service projects
- Education, skills and availability will depend on each individual host site requirements.

BENEFITS:

- Education Award offered upon completion of term: full time - \$5350.00
- Bi-weekly living stipend of \$453.00 before taxes
- Pre-Collegiate classes available at ECC at no cost
- Loan Forbearance during term of service, provided they are not in default
- Health care insurance and Child Care available if eligible



ADDITIONAL NOTES:

- Members are allowed to have another job or attend school during this term
- Must sign a contract committing to serve as a THE SERVICE COLLABORATIVE OF WNY, INC. member placed with the host site location during their term of service.

- Upon successful completion of the term, the member is eligible, but not guaranteed to re-enroll as a member with the site or THE SERVICE COLLABORATIVE OF WNY, INC.
- All THE SERVICE COLLABORATIVE OF WNY, INC procedures and policies apply.

Application Procedure: Please send a cover letter and resume by Friday, December 9. For more information please contact *Emily McAndrews* at emcandrews@bnriverkeeper.org. **NO PHONE CALLS PLEASE!** www.bnriverkeeper.org