



**Job Title: Volunteer Coordinator, Newport Bay Conservancy**

**FLSA Status: Non-exempt, PT (25 hrs/wk)**

**Reports to: Operations Director**

**Organizational Overview:** The Newport Bay Conservancy (NBC) has a proud history of environmental advocacy having been involved in the original efforts to protect the Upper Newport Bay from development over 40 years ago. Our mission is to protect and preserve the Upper Newport Bay through education, restoration, research and advocacy. We are able to do this with the support of 150 active volunteers contributing over 10,000 hours of service each year.

**Job Summary:** Recruiting, managing and motivating the NBC volunteer community to ensure capacity and capability to fulfill our mission and programs.

**Principal Responsibilities:**

- 1) Provides front-line public assistance by answering incoming calls, emails and providing direction based on nature of the inquiry.
- 2) Recruit new volunteers, process applications and screen applicants for suitability. Identify collaborations, partnerships and networking opportunities that enhance NBC's volunteer base.
- 3) Schedule, plan and deliver the Associate and Naturalist training programs.
- 4) Ensure programs are adequately staffed to deliver a quality experience. Schedule volunteers to fulfill commitments to partner organizations (OC Parks, California Department of Fish and Wildlife, the Coastal Commission and the City of Newport Beach).
- 5) Maintain a current database of volunteers including skills, interests, constraints, and service hours. Meets all requirements for confidentiality and for management of personnel information including distribution controls, secure filing, storage and disposal.
- 6) Monitor volunteer performance, make recommendations for special recognition, and take action to counsel or make recommendations to remove a volunteer from service when appropriate.
- 7) Proactively liaise with the volunteer community to ensure a high level of morale and commitment, including production of quarterly volunteer newsletter, arranging continuing education and social events including two major appreciation events for volunteers annually.
- 8) Manage reservations from the public for programs as necessary.

**Employee Specifications:**

- 1) Bachelor's degree
- 2) Experience in attracting and engaging volunteers, preferably in environmental conservation and/or education fields.
- 3) Behavioral Skills
  - a. Interpersonal
  - b. Team working
  - c. Empathy
  - d. Planning, organizing, ability to follow-through on tasks
  - e. Communications/public speaking
- 4) Computer
  - a. Microsoft Office (Outlook, Word, Excel, PowerPoint, Access)
  - b. Accurate typing skills of 45 wpm
  - c. Constant Contact and/or other volunteer /content management software
- 5) Physical Job Requirements
  - a. Sits for extended periods of time at a computer station. Uses hands and fingers to operate a computer for up to 6 hours a day.
  - b. Requires use of a car/drive safely to get to other locations around the Bay for meetings, programs and special events.
  - c. Hearing and speech within normal range to sufficiently communicate face to face and on the telephone.
  - d. Lifts up to 10 pounds regularly and 25 pounds occasionally.
  - e. Exposed to typical office conditions and noise levels while exposed to the outdoors for programs and special events.
- 6) Other
  - a. Maintains professional dress and appearance at all times.
  - b. Minimizes time spent on personal calls and matters. Meets attendance and punctuality requirements.
  - c. CPR/First Aid certification (provided if not currently certified).
  - d. Successfully pass a background check.

**Location:** The position is based at the Peter and Mary Muth Interpretive Center (2301 University Drive, Newport Beach, CA 92660). This job cannot be performed from a remote location.

**Salary Detail and Working Hours:** \$16-18/hour for a maximum of 25 hours per week. Hours would be spread between four to five days, whereas at least one of those days must be on the weekend. Some evening work will be required. Detailed working arrangements can be negotiated.

**How to Apply:** Apply with a cover letter and resume to: Newport Bay Conservancy Search Committee, [info@newportbay.org](mailto:info@newportbay.org). Please, no phone calls at this stage. More information about NBC can be found at [www.newportbay.org](http://www.newportbay.org).

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