VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Maintenance Volunteer
LOCATION: Palmyra Atoll
TERM: July 24 – September 18, 2007
STATUS: Full Time

ESSENTIAL FUNCTIONS:

This full-time, unpaid volunteer position acts as a maintenance and general research station assistant supporting station operations, repairs, and all aspects of daily life on Palmyra Atoll. This position assists the Camp Maintenance Manager and works closely with island staff as well as researchers and guests. Position duties include assisting with: upkeep and repairs of all research station facilities including buildings, roads and runway; maintenance of water, plumbing and electrical systems; vehicle maintenance including boats, trucks, and tractor; as well as painting and rust abatement. General station responsibilities can include housekeeping, loading and unloading cargo and any other duties as assigned by the Island Manager, Camp Maintenance Manager, or Food and Beverage Manager.

The position term begins July 24th and ends September 18th. The Maintenance Volunteer must arrive in Honolulu at least 24 hours prior to their flight to Palmyra on the 24th and should leave Honolulu no sooner than 24 hours after they return on September 18th. Volunteers must cover their expenses for travel to, and time in, Honolulu. The Nature Conservancy covers expenses for travel to Palmyra as well as room and board on the atoll.

EXPERIENCE/SKILLS:

- Relevant experience with broad maintenance and repair of facilities, equipment and machinery.
- Ability to safely use and maintain preserve tools and equipment, including power and construction tools.
- Ability to follow instructions, complete tasks within assigned timeframes, possibly in the absence of supervision.
- Ability to perform physical work, sometimes under adverse conditions or in inclement weather.
- A positive, flexible attitude.
- A “people person” who possesses very good communication skills.

WORKING CONDITIONS/PHYSICAL EFFORT:

While guests and researchers are on island, volunteers must be ready to work every day, including the days leading up to group arrivals. Days off are scheduled around visiting groups. Work days with visitors usually start at 7am and go until about 8pm, with a daily break to kayak, swim and enjoy the beauty of Palmyra. When there are no visitors on Island, work week is five days, usually 8am-3pm, covering a variety of general maintenance tasks. Volunteers assist with group chores on days off and are on-call 24 hours a day to assist with unexpected events or emergencies.

To apply:
Please provide your resume to:
Barrie Morgan
e-mail: palmyra_admin@tnc.org
The Nature Conservancy ~ Palmyra Project
923 Nu’uanu Avenue
Honolulu HI 96817

Please include the Job Title for the position you are applying for in any correspondence. Review of applications will begin immediately and position will remain open until filled.

The Nature Conservancy is an Equal Opportunity Employer.