Job Description

Job Title: PMNM Volunteer Coordinator
Job ID: 28608
Project Name: National Ocean Service
Full/Part Time: Full-Time
Regular/Temporary: Regular

Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the National Ocean Service, Papahanaumokuakea Marine National Monument, located in Hilo, Hawaii. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

MINIMUM MONTHLY SALARY: Salary commensurate with qualifications.

DUTIES: The Volunteer Coordinator is responsible for the recruiting, coordinating, training and supporting volunteers for Papahanaumokuakea, especially those volunteers who help to run and operate the Mokupapapa Discovery Center in Hilo. The coordinator will develop and keep current volunteer training materials that are standardized for all Monument volunteers, and conduct quarterly training sessions for new volunteers, and regular enrichment classes for existing volunteers. The coordinator will also assist in the operations of the Mokupapapa Discovery Center and manage purchasing of supplies and equipment for the Center, including tracking of grant funding for the Center through the National Marine Sanctuaries Foundation and other external funding sources. This position will also assist in administrative duties that relate to the Center such as tracking of accountable property and facilities maintenance.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in Education, Environmental Science, Interpretation, Biology, Political Science, or other related field, or five (5) years equivalent proven work experience. Experience working in outreach, communications, and project or event planning and implementation. EXPERIENCE: Two to four (2-4) years of experience working with volunteer and interpretive programs and two to five (2-5) years working in an interpretive center. ABIL/KNOW/SKILLS: Demonstrated background knowledge of the Northwestern Hawaiian Islands natural and cultural importance, and marine and terrestrial ecological management issues in Hawaii. Knowledge of Federal policies and regulations. Job requires strong interpersonal skills, and ability to motivate individuals. Able to attend to details, effectively prioritize a variety of competing tasks under strict timelines and meet multiple deadlines and approval processes. Demonstrated ability to manage project teams. Requires excellent verbal and written communication skills. Must also demonstrate proficiency in Microsoft Word, Excel, and PowerPoint. PHYSICAL/MEDICAL REQUIREMENTS: Must be able to work evenings and weekends, and travel both inter-island and to the continental U.S. for training and other programmatic needs.

SECONDARY QUALIFICATIONS: Intimate knowledge of the Hawaiian Islands, its communities and issues. Extensive knowledge of the PMNM Monument. Working knowledge and experience related to outreach and communications initiatives related to the Monument. Experience with Federal
administrative processes such as reconciliation of Government purchase cards, time and attendance accounting, and travel manager. Knowledge of marine conservation issues and environmental issues. Experience working on controversial or politicized work environmental/projects.

INQUIRIES: Moani Pai 397-2660 (Oahu).

APPLICATION REQUIREMENTS: The preferred method of applying for a job is through our on-line application process. Please go to www.rcuh.com, click on "Employment" and navigate to "Job Announcements/Apply for a Job." However, if you do not have access to the Internet, you may apply by submitting resume; cover letter including Recruitment ID#, referral source, narrative of your qualifications for position and salary history; names, phone numbers and addresses of three supervisory references and copy of degree(s)/transcripts/certificate(s) to qualify for position by fax (808) 956-5022 or mail to Director of Human Resources, Research Corporation of the University of Hawaii, 2530 Dole Street, Sakamaki Hall D-100, Honolulu, HI 96822 before the closing date. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

Please apply before: 11/10/2008