Job Description

Job Title: Volunteer & Outreach Facilitator

Job ID: 29082

Project Name: HIHWNS

Full/Part Time: Full-Time

Regular/Temporary: Regular

MINIMUM MONTHLY SALARY: $2,320/mo.

DUTIES: Responsible for coordinating sanctuary volunteer program including recruitment, training, supervision, and recognition. Coordinate community groups and individuals involved with sanctuary volunteer program. Develop and implement sanctuary outreach program, and assist with operations and outreach efforts for Education Center. Coordinate arrangements for special events and facilitate site visits by visitors, groups, and VIPs. Provide general administrative support to sanctuary staff. Coordinate all efforts with the Maui site manager and sanctuary staff.

PRIMARY QUALIFICATIONS: EDUCATION: Bachelor's Degree from an accredited four (4) year college or university in related field. (Associate's Degree from an accredited community college, and one to three (1-3) years of experience working with volunteer programs may substitute for Bachelor's Degree). EXPERIENCE: One to three (1-3) years of experience working with volunteer programs. ABIL/KNOW/SKILLS: Knowledge of managing volunteer programs including recruiting, training, supervision, and recognition. Ability to communicate effectively with people with diverse skills and interests and match those with the needs of the sanctuary. Competent in both PC and Macintosh computers with skills in MS Office and other business software.


INQUIRIES: Patty Miller 879-2818 (Maui).

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.