## Job Description

**Job Title:** Volunteer & Outreach Facilitator  
**Job ID:** 10217  
**Project Name:** HIHWNMS  
**Full/Part Time:** Full-Time  
**Regular/Temporary:** Regular

### Job Summary

Regular, Full-Time, RCUH Non-Civil Service position with the Hawaiian Islands Humpback Whale National Marine Sanctuary, located at the National Oceanic and Atmospheric Administration office in Kihei, Maui. Continuation of employment is dependent upon program/operational needs, satisfactory work performance, and availability of funds.

**MINIMUM MONTHLY SALARY:** $3,000/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.

**SECONDARY QUALIFICATIONS:**  
**EDUCATION:** Bachelor's Degree from an accredited four (4) year college or university in Environmental Education, Marine Biology, Natural Resource Management, Zoology, or a related field. Knowledge of Hawaii's marine environment, marine conservation issues, and/or Native Hawaiian culture practices and traditions. Professional experience managing a successful volunteer program. Experience in environmental education and outreach. Computer skills in desktop publishing and database development.

**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, mail, or hand-deliver 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. Online applications and faxed documents must be submitted/received by the closing date (11:59
P.M. Hawaii Standard Time/RCUH receipt time). Mailed documents must be postmarked by the closing date. Hand-delivered documents must be received by our HR office by 4 P.M. Hawaii Standard Time/RCUH receipt time. If you have questions on the application process and/or need assistance, please call (808)956-3100.

EEO/AA Employer.

**Please apply before:** 05/28/2010