

Sierra Club - Volunteer Coordinator.

We're proud to be hiring for the "best job in Hawaii!" Well, okay, best part-time job in Hawaii. We're looking for a bright, eager volunteer coordinator that can help strategize, coordinate, and grow our statewide conservation programs, like our High School Hiker and Hawaii Service Trip programs. Do you like hiking and getting your hands dirty while protecting Hawaii's fragile environment? Would you like to set up opportunities and train others to share your passion?

Our programs have helped start the careers of numerous noted environmentalists in Hawaii. Perhaps with your help, we can educate the next generation of environmentalists to address some of the tough issues we face like preparing for the impacts of climate change, preserving our beautiful native plants and animals, and advancing Hawaii's clean energy future.

## **Job Description:**

Volunteer Coordinator

## **Context:**

Organizes, supports, and implements Sierra Club Hawaii Chapter's statewide conservation education programs, to include but not be limited to our [outings](#), [High School Hiker](#) and [Hawai'i Service Trip Program](#). Coordinates with strategic partners; provides guidance and coordinates the activities of volunteers.

## **Scope:**

The Volunteer Coordinator has overall program management responsibility and provides experienced leadership, strategic planning and implementation services for statewide conservation education programs. Identifies, recruits, coordinates training of, and manages volunteers involving students, local community service organizations, environmental and conservation professionals, and the public interested in volunteer service projects and hiking experiences. Assigns priorities and timetables, plans and develops strategies, evaluates conservation education effectiveness. Represents the Sierra Club to government officials, educators, business leaders, the media and other organizations.

## **Job Activities:**

- ◆ Collaborates with Executive Committee members and other key outings resources to plan, develop, and implement chapter conservation educational campaigns and to design and oversee grassroots recruitment and involvement in conservation education programs.
- ◆ Works with Executive Committee members and other key outings resources to develop outreach programs to identify and recruit potential volunteers, match volunteers to their areas of interest, and increase volunteer participation.
- ◆ Works with community stakeholders to develop conservation projects suitable for volunteer activity.
- ◆ Recruits, trains, supervises, and schedules volunteers on the implementation of conservation education programs.
- ◆ Maintains volunteer database and lists of volunteer openings and develops opportunities for future volunteer participation.
- ◆ Writes newsletters and flyers to inform Club membership and the general public about successful program accomplishments and opportunities to participate in upcoming events and outings.
- ◆ Develops and executes conservation education communication strategies, with the assistance of lead volunteers
- ◆ Coordinates State and Chapter volunteer activities with Sierra Club conservation priorities.
- ◆ Provides leadership, professional assistance, and strategic guidance to volunteers, helping them to plan activities to achieve conservation education program results.
- ◆ Develops strategy, marshals resources, and organizes staff and volunteer efforts.
- ◆ Conducts outreach to campus and local community organizations, student groups, faculty, and staff to obtain volunteers, and collaborate on service events.
- ◆ Establishes and regularly updates volunteer schedules and lists of events.

- ◆ Communicates regularly with volunteers through check-in phone calls, e-mails, and personal appreciations for their efforts.
- ◆ Logs and reports volunteer hours in volunteer tracking system.
- ◆ Collects and manages feedback from all parties involved in volunteer activities, including volunteers, partnering organizations, and community members through written reports, testimonials, and verbal comments.

## **Desired Skills & Experience:**

- ◆ 2 years experience in training, and motivating volunteers, community service, and event planning.
- ◆ Demonstrated ability and effectiveness working with volunteers.
- ◆ Strong demonstrated written and oral communication skills. Demonstrated public speaking ability.
- ◆ Valid driver's license, satisfactory driving record, and proof of auto insurance required.
- ◆ B.A./B.S. degree in Environmental Studies or a closely related field preferred.
- ◆ Experience in marketing (online or secondary) preferred

## **Company Description:**

The Sierra Club is America's oldest, largest, and most influential grassroots environmental organization. Inspired by nature, the Sierra Club's 1.3 million members work together to protect our communities and the planet with the mission to "explore, enjoy, and protect the wild places of the Earth; to practice and promote responsible use of Earth's ecosystems and resources; to educate and enlist humanity to protect and restore the quality of the natural and human environment."

Since our humble beginning with the first Chapter meeting in March 1968, the Hawaii Chapter has grown into the leading environmental service and advocacy organization in the state. We have over 7,000 members and supporters around the state.

## **Additional Information:**

Posted: May 3, 2011

Type: Part time position not to exceed 20 hours per week.

Reports To: Director, Sierra Club Hawaii Chapter

Salary: Commensurate with experience

Probationary Period: All hires enter under 90-day probation with evaluations at 30, 60 and 90 days.

***Cover letter, resume, references and writing sample preferably submitted by May 13, 2011.*** We suggest emailing your application to [hawaii.chapter@sierraclub.org](mailto:hawaii.chapter@sierraclub.org). Although less preferable, applications can also be mailed to P.O. Box 2577, Honolulu, HI 96803.