



National Forest Association

Big Bear Discovery Center Volunteer Coordinator Position Announcement

The position is responsible for overall coordination of Big Bear Discovery Center Volunteer program including recruiting, scheduling, development and growth of the volunteer program and other duties required or requested in support overall of the National Forest Association.

Job Duties:

- Recruit and schedule volunteers to assist with Discovery Center operations including visitor services, nature education, and programs offered at the Discovery Center.
- Fill in gaps in volunteer schedule as needed – covering visitor services, naturalist or programs as needed.
- Organize and facilitate volunteer training classes including orientation and specialized trainings. Continuing education and additional training classes as needed.
- Recruit volunteers from the local community for continued volunteer support through written solicitation, presence at community events, and presentation to local community groups.
- Recruit volunteers for special events/episodic volunteer opportunities facilitated at the Discovery Center and surrounding Forest Service areas.
- Coordinate and oversee volunteer advisory board to assist with volunteer program decisions and monthly duties: statistics, scheduling, newsletter, programs leads, fieldtrips, social events, volunteer hours, etc.
- Facilitate regular volunteer meetings to ensure efficient program operations.
- Manage, motivate and recognize volunteers.
- Provided assistance and support to youth volunteers, working with Youth Volunteer Coordinator to oversee youth volunteers working at the Discovery Center.
- Maintain master schedule of events for the Discovery Center to ensure volunteer participation
- Maintain all volunteer records, agreements, training documentation, and hours.

Job Requirements:

- Must be flexible and work a schedule that coincides with National Forest Association and San Bernardino National Forest needs, including long hours, evening and weekend work.
- Must be able to work in a productive and collaborative manner with staff and volunteers
- Must be dependable, honest and professional
- Must be willing to learn, self teach and become an advocate for all NFA programs
- Ability to multitask, meet multiple deadlines and work in a fast-paced, rapidly changing environment.
- Writing skills and a style that communicates messages clearly and concisely
- Ability to engage and manage volunteers
- Commitment to continuous professional development
- Commitment to teamwork and effective working relationships
- Must be able to lift 40lbs and stand all day at front desk or community events

- Position is based out of the Big Bear Discovery Center

Qualifications:

- Minimum of 3 years experience with volunteer management or equivalent.
- Excellent administrative skills and attention to detail
- Computer experience essential; Microsoft office suite and internet savvy – willing to learn integration of new computer database such as Salesforce
- Exceptional verbal, written, organizations, and leadership skills
- Experience with customer relations management
- Friendly, articulate and a good listener
- Strong multitasking skills with the ability to meet deadlines
- Excellent problem solving skills and ability to make good judgments
- Ability to set priorities and organize time efficiently
- BS/BA degree highly desired

Compensation:

- Fulltime, 40 hours/week
- \$10 - \$14 per/hour

Application Process:

Please send resume, statement of interest and 3 professional references to:

Stacy Gorin
Assistant Director of Program Operations
National Forest Association
P.O. Box 66
Fawnskin, CA 92333

sgorin@fs.fed.us (email preferred)

Applications accepted through September 10, 2010
Highly qualified applicants will be contacted for an interview.

For program information, please visit www.NationalForestAssociation.org

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