Volunteer Coordinator

Position Description

This position recruits, trains, schedules and coordinates activities of approximately 85 volunteers and assists the FISH Executive Director and Education Coordinator with outreach and administrative tasks. **This is a part-time, hourly position with seasonal hours (ending mid-December)**. The position hours will be as follows:

August, September, October	40 hours per week
November	30 hours per week
December	20 hours per week (for 2 weeks)

KEY RESPONSIBILITIES

VOLUNTEER COORDINATION
- Recruit volunteers to serve as tour guides, program aids, gift shop clerks, hatchery assistants and other volunteer activities as identified
- Collaborate with the Education Coordinator to develop and implement volunteer trainings and help update volunteer training materials
- Coordinate and oversee high school student internship program with Education Coordinator
- Assist Education Coordinator with tours and school group scheduling
- Ensure tours, educational programs, gift shop, and hatchery activities are staffed with volunteers
- Maintain volunteer roster and keep track of volunteer hours
- Participate in the Volunteer Committee (if active)
- Develop and implement volunteer recognition program
- Plan and attend Volunteer Appreciation Dinner in December
- Assist with monthly Volunteer Newsletters
- Other tasks as needed

COMMUNITY RELATIONS
- Coordinate with Education Coordinator regarding FISH Education programs, outreach events, and other community functions
- Represent FISH at community outreach events
- Conduct tours and lead educational stations/events as needed or requested
- Provide support as needed in the FISH gift shop
- Help maintain and update FISH website and social media
- Manage Watershed Science Center rentals
- Assist Executive Director with FISH Membership program
- Other administrative functions as needed

QUALIFICATIONS

REQUIRED SKILLS AND EXPERIENCE
- Excellent oral and written communication skills

- Experience as a volunteer and/or coordinating volunteers
- Public speaking experience – adults and children
- Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage (Fluent in Microsoft Office programs)
- Social Media – Facebook, Twitter, Instagram
- Excellent recordkeeping skills

CAPABILITIES
- Ability to work well with a diverse group of volunteers, staff, and board members
- Demonstrated capability to conduct one's self in a calm and professional demeanor when dealing with the public and/or difficult situations
- Willingness to adjust hours to accommodate the needs of the job
- Organized self-starter, ability to work self-sufficiently
- Creative and resourceful
- Friendly and outgoing personality
- Professional appearance as appropriate for day's activities

DESIRED QUALIFICATIONS
- Experience with non-profit organizations
- Knowledge of salmon ecology
- Word Press knowledge
- Sign-Up Genius experience

SCOPE AND TIME COMMITMENTS

- Activities primarily take place at the Issaquah Salmon Hatchery, 125 West Sunset Way, Issaquah, Washington.
- Requires some weekend and evening hours
- Outreach and educational events often take place outdoors in inclement weather
- Must be available for volunteer training sessions and special events (including Salmon on Sunset and Salmon Days) that typically occur in the evenings or on weekends
- Must attend volunteer committee meetings (if active)
- Occasional travel is required within King County for public outreach events.
- Office space is provided including computer and internet access (optional work from home on occasion)

COMPENSATION

- This part-time position (with seasonal hours) pays $20.00 per hour
- Non-exempt position
- Reports to Executive Director

APPLICATION PROCESS

- Submit resume or CV listing qualifications and cover letter to execdir@issaquahfish.org or mail to 125 W. Sunset Way, Issaquah, WA 98027
- Applications accepted beginning August 12, 2022. Applications accepted until the position is filled.
- Position begins immediately