



MARIN MUNICIPAL WATER DISTRICT

Watershed Volunteer Coordinator

DEFINITION

Under direction plans, develops, administers, coordinates, implement and reviews the District's volunteer program; coordinates, manages, and trains all volunteers in the delivery of the Watershed programs and services in a manner that is mutually beneficial to the volunteer and the District; improves and maintains productive relationships between the District and the public; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This single position classification exercises significant judgment in designing, implementing, and administering the District's Watershed volunteer program. This position requires a high degree of initiative, analysis, responsiveness and support to District staff responsible for managing, maintaining, restoring, and improving watershed lands, facilities and natural resources. The Watershed Volunteer Coordinator reports to the Natural Resources Program Manager who is responsible for watershed natural resource management programs including the vegetation and wildlife management, erosion control, and watershed land management.

EXAMPLES OF DUTIES

Typical duties may include but are not limited to the following:

- Plans, implements and administers programs and activities to carry out the functions of the Watershed volunteer programs to support the goals and objectives of the Watershed natural resource management programs and other District programs and services as needed.
- Coordinates development and implementation of environmental education activities, in collaboration with staff from Resource Management, Facilities and Maintenance, Protection/Enforcement, and Water Conservation, and promotes restoration, conservation and sustainable environmental practices.
- Participates in a planning and advisory capacity in District and community based projects consistent with programmatic goals.
- Assists District staff in the design and establishment of volunteer positions that support District goals and objectives.
- Selects, trains, and evaluates and assesses prospective volunteers and intern placements to determine proper placement within the District to support effective delivery of services; if applicable, ensures that terms of volunteer or intern contracts are fulfilled; resolves problems involving volunteer placement.
- Establishes and maintains partnerships with community groups and businesses aimed to increase public participation in the on-going stewardship of the Mt. Tamalpais, Nicasio, and Soulajule Watersheds.

- Provides information and referral services about the volunteer program to interested individuals and groups; prepares and places publicity to attract volunteers.
- Develops and maintains the District's volunteer procedures manual and the volunteer assignment descriptions.
- Serves as a member of the Natural Resource management team, providing input and recommendations for departmental policies, procedures, and programs.
- Develops and produces the volunteer newsletter and other communications materials for the Watershed volunteer program; plans and implements volunteer recognition activities.
- Ensures that safe working conditions are maintained, promotes safe practices and safety programs; coordinates with Risk Management to assess and limit program liability.
- Maintains and oversees maintenance of a variety of records and statistical reports; analyzes and evaluates volunteer records and statistics.
- Participates in the preparation of award and grant applications.
- Delivers oral presentations before the District Board, committees and community based organizations and the public.
- Designs, oversees and evaluates subprograms to meet District and community needs including the Trails Program, Weed Eradication Team, Early Detection and Rapid Response Team, Docent and Schools programs on the Watershed.
- Establishes and maintains effective working relationships with co-workers, clients, customers, and representatives of other agencies, departments and programs.

QUALIFICATIONS FOR EMPLOYMENT

Any combination of education and experience that would provide the necessary knowledge and abilities listed.

Education: the equivalent to graduation from a four-year college or university with major course work in natural resources, environmental science, park management, recreation, business administration, public administration, or a related field, and Experience: two years of experience that includes program development and/or management, and one year of recruiting and placing volunteers, coordinating and directing volunteer and/or community relations services for the public.

Equivalent education and experience: Two years of college or university with major course work in natural resources, environmental science, park management, business administration, public administration, or a related field and at least four years of experience that includes program development and/or management, and one year recruiting and placing volunteers, coordinating and directing volunteer and/or community relations services for the public.

Knowledge of:

- General practices and programs related to natural resource conservation and park management.
- Practices and techniques used for recruiting, training and retaining community volunteers and public relations principles.
- Correct business English including spelling, grammar and delivery.
- Statistical data collection methods, analysis and techniques.
- Basic training, coaching, and performance assessment.
- Report preparation, training instruction and newsletters and other printed materials.

Ability to:

- Plan, implement, administer, and coordinate a volunteer program and monitor program performance measurements.
- Assign, direct, lead and evaluate the work of volunteers and interns and apply effective training principles and practices.
- Facilitate and integrate the services of volunteers with established department programs and activities.
- Solicit and sustain interest and participation in volunteer activities and subprograms.
- Prepare clear and effective work-related written material such as reports, correspondence, newsletters, information flyers, training procedures manuals.
- Implement and administer a program budget, monitor & track expenditures.
- Prepare and maintain clear and concise records and reports.
- Review, discuss and resolve problems between department and volunteers.
- Speak clearly and effectively in order to communicate work related information to individuals and community groups; make effective oral presentations to the public, before boards, commissions and other groups.
- Deal effectively and tactfully with co-workers, clients, customers, and representatives of other agencies, departments and programs and establish and maintain effective working relationships.
- Ensure safe working conditions and promote safe work practices.
- Use computer applications to prepare documentation, access, retrieve and enter work related data and information.
- Drive a vehicle and travel to alternate work locations and offsite meetings.

OTHER REQUIREMENTS

- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 “all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.”
- Possession of an appropriate California driver's license issued by the State Department of Motor Vehicles and satisfactory driving record.
- Availability to work weekends as needed.

PHYSICAL DEMANDS AND WORKING CONDITIONS

During the course of performing job duties the employee will need the mobility to work in a standard office setting, operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards which is often performed while sitting for extended periods of time. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, may walk or climb up steep trails and slopes, and work at heights up to ten to twelve feet

climbing ladders or stairs. The employee is required to lift and carry short distances objects such as reams of copier paper, office supplies, files, books, printed materials, tools or equipment weighing up to 25 pounds and occasionally other packages, tools or equipment weighing up to 50 pounds. This position requires that the employee demonstrate adequate hearing and speech to converse in person and over the telephone, and vision to read printed materials and use a computer screen. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

The noise level in the work environment is quiet to moderate noise. The employee is exposed to outdoor temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed.

To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.

Established: October, 2008

Revised:

Approved by: Human Resources Manager