SAN JUAN COUNTY
POSITION DESCRIPTION

Position Title: Outreach / Volunteer Program Coordinator  
Date: May, 2013

Reports to: Land Bank Director  
Department: Land Bank

FLSA Status: Nonexempt  
Positions Supervised: none

BASIC FUNCTION:
The Land Bank is a local land conservation program which cares for thirty preserves in San Juan County including twenty that are open to public access. This position coordinates and supports the citizen engagement in stewardship of these lands including outreach, communications, and volunteer coordination. Work is performed independently under the supervision of the Land Bank Director.

MINIMUM QUALIFICATIONS: Bachelor’s Degree from an accredited college or university with coursework in communications or environmental studies; prior experience working with community volunteers and volunteer organizations; proficiency with social media, including Facebook, Twitter, and similar programs, as well as experience with website design and maintenance, and desktop publishing/layout software.

In addition:
- Proficiency and experience coordinating volunteer events.
- Excellent written and oral communications skills, including listening to and communicating effectively with citizens and staff.
- Proficiency and experience using MS Office, Adobe Acrobat and similar software.
- Demonstrated ability to work collaboratively with diverse groups of people, including volunteers, Land Bank Staff, other County agencies, vendors, and the general public.
- Excellent interpersonal skills with an outgoing and friendly personality.
- Must have a valid Washington State driver’s license.

PRINCIPAL DUTIES: (Asterisk (*) denotes essential function of position)

Communications
1. *Assumes primary responsibility for Land Bank website and social media content.
2. *Produces Land Bank annual report.
3. *Assists with correspondence to landowners and the public.
4. *Mails introductory informational packet to all new property owners in the County.
5. *Assists in submitting grant proposals.

Volunteer Coordination
1. *Organizes community events with Land Bank staff, Commission and other volunteers, including stewardship work parties, guided walks, and presentations to community organizations.
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2. *Maintains volunteer database, including records of volunteer program activity.
3. *Works with Land Bank staff to develop and present training opportunities for volunteers to increase their skills and enthusiasm for the Land Bank activities.
4. *Interfaces with volunteer stewards and general public.
5. *Works with Land Bank staff and Commissioners to plan and provide volunteer recognition.

**Administration**

1. *Assists with preparation of meeting materials – handouts, email/mailings to Commissioners, Presentations by staff/public.
2. *Assists with meeting management and minutes.
3. *Assists in maintaining office files.
4. *Coordinates staff schedules and meetings.
5. *Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

*The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change. Weekly hours may vary based on job requirements.*

**PHYSICAL AND MENTAL REQUIREMENTS:** Work involves frequent sitting, standing, walking, talking, hearing, continuous hand and finger movement, and visual acuity at 20 inches. The employee must be able to talk and to receive and understand written and oral communication and direction. May occasionally be required to lift objects weighing 20-30 pounds with both hands and arms as well as use hands to handle, feel or operate objects, tools or controls. Must be able to operate a motor vehicle.

**EQUIPMENT REQUIREMENTS:**

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer</td>
<td>5.0</td>
<td>Daily: X</td>
</tr>
<tr>
<td>Telephone</td>
<td>1.5</td>
<td>Weekly: X</td>
</tr>
<tr>
<td>Vehicle</td>
<td>2.0</td>
<td>Monthly: X</td>
</tr>
<tr>
<td>Digital Camera, video camera</td>
<td>0.5</td>
<td>X</td>
</tr>
<tr>
<td>Copy machine</td>
<td>0.2</td>
<td>X</td>
</tr>
<tr>
<td>Maps, Aerial Views</td>
<td>0.5</td>
<td>X</td>
</tr>
</tbody>
</table>

**WORKING CONDITIONS:**

Most work is performed in a normal office environment, with occasional outdoor field work and site visits. Deadlines and volume of workload can create stressful conditions at times. Occasionally works evenings, weekends and holidays. The noise level in the work environment is moderately quiet while in the office but can be moderately loud when in the field.