



CATALINA ISLAND CONSERVANCY

A responsible steward of its lands through a balance of conservation, education and recreation

POSITION:	Volunteer Operations Coordinator	STATUS:	Non- Exempt, Full-Time
DEPT:	Volunteers	REPORTS TO:	Volunteer Services Manager
GRADE:	103	PAY:	\$23/hr.

POSITION SUMMARY:

The Volunteer Operations Coordinator reports to the Volunteer Services Manager and provides administration and field operations support for the department and its programs. Due to the wide range of tasks for this position, it's likely that some tasks will become a larger percentage of the role than others aligned with the strengths of the successful candidate. A candidate need not hold prior experience in all areas to be successful in the role; training will be provided for all tasks.

DUTIES AND RESPONSIBILITIES:

Administrative Support

- Help with department logistics including volunteer applications, waivers, schedules, and transportation
- Submit vouchers for expenses; organize financial records such as receipts
- Support the Volunteer Services Manager in tracking volunteer numbers and service hours for reporting
- Answer telephones, and perform various administrative and general office duties (photocopying, faxing, purchasing, scanning, mailing, and filing)
- Coordinate boat reservations and travel arrangements
- Help train volunteers for assigned tasks and share information about the Island
- Support the Volunteer Services Manager with evaluation by coordinating surveys and data entry

Facility and Vehicle Management

- Care for all volunteer vehicles including scheduling on department calendar, keeping vehicles clean/fueled, identifying issues, tracking maintenance, and serving as liaison to Conservancy auto shop
- Track use of all volunteer vehicles; manage requests for use from other departments
- Serve as point person on all volunteer campground facilities. This includes:
 - submitting work orders, coordinating with Facilities Department, and scheduling repair work
 - organizing/delivering campground supplies (bathroom, kitchen, etc.)
 - check campgrounds pre and post use for cleanliness/repair needs; conduct simple repairs as needed. Clean the campgrounds as needed.

Other Duties as Assigned

- Due to the nature of team assignments, varying staffing levels, special projects, or other situations, any employee may be required to perform duties and responsibilities outside of their regular job description. Management reserves the right to assign and re-assign work at its discretion.

Performs duties in a safe and efficient manner to maintain a safe work environment. Responds to hazardous situations/potentially unsafe conditions by taking corrective action and notifying health and safety personnel.

QUALIFICATIONS:

Required Knowledge and Skills:

- Experience with administrative, operations, tasks, and procedures
- Ability to prioritize tasks and meet deadlines with minimal supervision
- Ability to solve problems and improve program efficiency
- Ability to work with and communicate respectfully with colleagues and guests
- Ability to work effectively under pressure with frequent interruptions
- Ability to handle confidential information and potentially controversial wildlife topics with sound judgment
- Flexibility, willingness, and ability to learn new tasks and take on new projects

Helpful Knowledge and Skills:

- Experience with Microsoft PowerPoint, Word, and Excel
- Experience working with volunteers
- Knowledge of the Island

Applicant must have a Valid California driver's license. Ability to acquire a Commercial Driver's License to drive passenger vans a plus.

EDUCATION/EXPERIENCE:

High school diploma required

One year or more work experience providing operations and/or administrative support

WORK ENVIRONMENT/ PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job or that an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must live and work on Catalina Island
- The position is located at the Nature Center at Avalon Canyon, in Avalon. The location has moderate noise levels and is a non-smoking environment
- The employee must be able to lift and/or move objects weighing 40 pounds or more
- The position includes walking and standing on uneven surfaces in Nature. This includes Hiking and standing for extended periods
- The employee must be comfortable driving different sized vehicles