



**Watsonville Wetlands Watch**  
**P.O. Box 1239**  
**Freedom, CA 95019**

## **JOB ANNOUNCEMENT**

**Title: Volunteer and Outreach Coordinator**

### **About Watsonville Wetlands Watch:**

Watsonville Wetlands Watch is a non-profit agency, established in 1991, with the mission to preserve, restore, and foster the appreciation of the wetlands of the Pajaro Valley. Annually, our restoration programs restore and enhance over 1,000 acres of wetlands, their associated uplands and recreational trails throughout Watsonville and the greater Pájaro Valley. Each year our education programs provide dynamic outdoor field experiences for over 2,500 Pájaro Valley youth and we provide free community events, lectures, and tours to thousands of people. Watsonville Wetlands Watch envisions a wetland ecosystem that thrives within Watsonville and the greater Pajaro Valley, and a community, which is at the center of its conservation. Our organizations headquarters are the Patrick J. Fitz Wetlands Educational Resource Center. Our organization currently has 10 staff persons.

### **Position Overview:**

The Volunteer and Outreach Coordinator is responsible for managing the diverse volunteer programs supported by the Watsonville Wetlands Watch as well as a variety of community outreach programs. Community outreach activities includes coordination of events, tours, lectures, social media and newsletters that are designed to broaden public awareness and appreciation of the wetlands and environment in the Pajaro Valley. The position is approximately 50% dedicated to docent and volunteer program management and 50% dedicated towards community outreach and engagement.

### **Primary Duties:**

1. Supervise all volunteers and volunteer activity; ensure all safety protocols and best management practices are followed
2. Coordinate all volunteer activity with other staff persons as appropriate
3. Coordinate and manage docent training and other volunteer trainings as needed and appropriate

4. Coordinate all aspects of a volunteer program, including recruitment, training, communications, scheduling, management, reporting, volunteer relations, and acknowledgement/appreciation
5. Coordinate Watsonville Wetlands Watch outreach activity including: summer tours, evening lectures, and community lecture series, and special events, publication of a monthly newsletter, and a variety of special projects
6. Assist with press relations and organizational PR
7. Ensure organizational outreach is culturally relevant and strives to increase the community of interested and engaged persons with our programs in the Watsonville and greater Monterey Bay area
8. Design strategic and effective outreach programs that support the work toward the restoration and improvement of the wetlands and environment within the Watsonville area and fostering their appreciation by the general public

**Knowledge, Skills, and Experience:**

**Qualifications:**

- ⊙ BA/BS required or at least 3 years of professional experience in a similar position
- ⊙ Independent yet cooperative worker with initiative and good judgment
- ⊙ Strong communication skills and the ability to provide outreach that will resonate with the Watsonville community
- ⊙ An ability to speak Spanish is desired but not required
- ⊙ A competent leader; one who enjoys people, able to organize and direct.
- ⊙ A good judge of people, with excellent interpersonal skills, in terms of matching the right person to the right job.
- ⊙ A person with effective teaching abilities, who understands how people learn
- ⊙ One who is able to support and promote the WWW mission, and understands and can support the cooperative relationship between the City of Watsonville, the Pajaro Valley Unified School District, and other partners.
- ⊙ Well informed, or able to learn about the WWW in depth with special emphasis on the freshwater wetlands in the Pajaro Valley

This person should:

- Be able to work some evenings and weekends.
- Be proficient in data management, web page postings and social media.

**Compensation:** This position accrues health care, vision, and dental benefits prorated on time worked. Salary is commensurate with experience and equitable with similar positions in the field. The position is currently offered at 20 – 26 hours per week with a possibility to expand over time. To apply: please send a resume and cover letter to [hr@watsonvillewetlandswatch.org](mailto:hr@watsonvillewetlandswatch.org). Deadline to apply is May 16<sup>th</sup>,

2016. With questions, you may contact Jonathan Pilch, Executive Director at [jonathan@watsonvillewetlandswatch.org](mailto:jonathan@watsonvillewetlandswatch.org) or 831-728-1156 x 4.