

**POSITION TITLE:** Volunteer and Restoration Coordinator

**SPONSORING ORGANIZATION'S PROJECT:** The Lands Council, [www.landscouncil.org](http://www.landscouncil.org)

**SPONSORING ORGANIZATION'S MISSION:**

The Lands Council preserves and revitalizes our Inland Northwest forests, water and wildlife through advocacy, education, effective action and community engagement.

**LOCATION:** 25 W Main Ave Ste 222, Spokane, WA 99201

**POSITION SUMMARY:**

Help protect the forests, water and wildlife of the Inland Northwest! The Lands Council seeks a Volunteer and Restoration Coordinator to plan, implement and maintain effective watershed and urban forest restoration projects, as well as educate and coordinate volunteers in the community.

This full time, 11- month AmeriCorps position requires excellent organization and communication skills, creativity, and a passion for the environment. The Restoration Coordinator develops strategies for improving community involvement in restoration projects and expands volunteer opportunities within The Lands Council. This position requires excellent communication and organization skills. The Coordinator will interface with hundreds of members and volunteers throughout the year and build the grassroots voice for environmental protection.

**GENERAL RESPONSIBILITIES:**

- Restore Watersheds/Increase Volunteer Involvement in Environmental Issues
- Recruit, train and coordinate volunteers, with a focus on restoration activities.
- Continue to expand and improve upon the system for tracking volunteer information.
- Communicate regularly with The Lands Council membership regarding volunteer and outreach opportunities and look for ways to expand these opportunities.
- Coordinate at least one volunteer recognition event during the year.
- Assist the Watershed Program Director in planning and implementing watershed restoration projects (native plant re-vegetation) in Spokane County.
- Coordinate the maintenance of these restoration projects throughout the year.
- Build new relationships in the community to improve involvement in Lands Council restoration projects.
- Assist in Lands Council urban forest restoration activities around Spokane.
- Assist with general office duties related to position.
- Serve some evenings and weekends.
- Complete and submit all necessary PCEI/AmeriCorps paperwork and reports in a timely manner.
- Attend and complete all PCEI/AmeriCorps training and service requirements including orientation, trainings, and national service days.
- Wear a PCEI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

**REQUIREMENTS:**

- Desire to serve with people to promote education, environmental stewardship and an ethic of service.
- Excellent communication and personal skills.
- Good computer skills and writing skills.
- Willingness to work a flexible schedule, including some evenings and weekends.
- 18 years of age or older; U.S. citizen, national or lawful permanent resident; and possess a high school diploma or equivalent, or commit to earning one prior to receiving an education award.

- Communicate and interact in a positive, professional manner with various populations such as: project partner(s), colleagues, community volunteers, students and the general public.
- Ability to complete a criminal history check through the ID/WA State Patrol
- Ability to commit to the full term of service for which they are applying.
- Regular and reliable attendance.

### **PREFERRED QUALIFICATIONS:**

- A background in urban ecology, watershed management and/or environmental science.
- An independent, self-motivated, creative and resourceful individual who enjoys working with diverse people of all age groups.
- Experience in community organizing and volunteer recruitment/training
- Access to a vehicle for local transportation.

### **MEMBER BENEFITS INCLUDE:**

- A taxable, monthly living allowance of approximately \$1000. (\$11,400 annually upon completion of entire term of service.)
- Upon successful completion of a full term of service, eligible members receive an education award of \$4,725. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational, or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
- Basic medical insurance (covers members only, not dependants; vision and dental not included).
- Childcare allowance for those who qualify.
- Training in ecology, restoration, volunteer management, and education methods.

### **CONTACT:** The Lands Council

Brian Walker, Watershed Program Director  
 25 W Main Ave Ste 222, Spokane WA 99201  
 Phone: 509.209.2408; Fax: 509.838.5155  
 E-mail: [bwalker@landscouncil.org](mailto:bwalker@landscouncil.org)  
 Website: [www.landscouncil.org](http://www.landscouncil.org)

### **FOR MORE INFORMATION ON AMERICORPS CONTACT:**

Palouse-Clearwater Environmental Institute  
 AmeriCorps Placement Program  
 PO Box 8596  
 Moscow, ID 83843  
 208.882.1444 phone  
 208.882.8029 fax  
[erin@pcei.org](mailto:erin@pcei.org)

**VISIT OUR WEBSITE AT:** [www.pcei.org/pcc](http://www.pcei.org/pcc)

*An Equal Opportunity Program*