



**JOB DESCRIPTION  
VOLUNTEER/DOCENT COORDINATOR  
WATERSHED EXPLORERS PROGRAM  
AUGUST 2016**

**REPORTS TO:** TRISH BOAZ, EXECUTIVE DIRECTOR SAN DIEGUITO RIVER VALLEY  
CONSERVANCY  
**EMPLOYMENT TYPE:** INDEPENDENT CONTRACTOR  
**CONTRACT:** \$25,000  
**APPLICATION DEADLINE:** AUGUST 31, 2016

**PLEASE SUBMIT RESUME AND COVER LETTER TO [SDRVC@SDRVC.ORG](mailto:SDRVC@SDRVC.ORG) BY 5:00 PM ON AUGUST 31, 2016**

**ABOUT THE WATERSHED EXPLORERS PROGRAM**

The Watershed Explorers Program is an outdoor education program that provides students an opportunity to travel and experience the length of the San Dieguito Watershed. Explorers start their journey at the headwaters of the San Dieguito River on Volcan Mountain and then follow the path of the river visiting sites at Lake Sutherland, the San Diego Archaeological Center, Sikes Adobe Historic Farmstead and finally, the award-winning Birdwing Open Air Classroom at the San Dieguito Lagoon.

Each visit focuses on a different theme providing a unique opportunity for students to experience and learn about the many facets of the watershed from the natural world to its history and cultural significance. As they experience the outdoors, students develop a “sense of place” and appreciation for the environment - recognizing they play a role in preserving and protecting the natural and cultural resources of the watershed.

Officially launched in 2015, this program was developed in partnership with the San Dieguito River Valley Conservancy, San Dieguito River Park, San Diego Archaeological Center and Volcan Mountain Foundation as a way for each organization to expand our individual nature education programs.

More information about the Watershed Explorers Partners can be found at:

- [San Dieguito River Valley Conservancy](#)
- [San Dieguito River Park Joint Powers Authority](#)
- [San Diego Archaeological Center](#)
- [Volcan Mountain Foundation](#)

**JOB ANNOUNCEMENT**

The Watershed Explorers Program Volunteer/Docent Coordinator will be responsible for developing, leading and growing the volunteer/docent program for the Watershed Explorers Program in the San Dieguito River watershed. The Volunteer/Docent Coordinator will ensure that the Watershed Explorers Program excels in its engagement and nurturing of volunteers/docents. Variable schedule will depend on the volunteer groups you recruit and the opportunities you create for volunteer engagement and developing capacities and skills for volunteers/docents within the Watershed Explorers Program network. As the Volunteer/Docent Coordinator you will work side by side with partners,

volunteers/docents to oversee the work to be completed and to engage them in conversations about the Watershed Explorers Program.

- You have passion, enthusiasm, focus, and creativity for The Watershed Explorers Program vision, mission and values of community, leadership, transparency, and diversity.
- You are comfortable making presentations to the community.
- You are comfortable creating curriculum and training opportunities for volunteers/docents.
- You enjoy building relationships and trust among volunteers/docents, residents and leaders from diverse backgrounds, and deepening their participation in the Watershed Explorers Program.
- You enjoy recruiting, motivating, coaching, inspiring and working closely with volunteers/docents/docents.
- You have impeccable integrity, honesty and a strong work ethic with an orientation towards innovation and process improvement.
- You are a self-starter and problem solver with a bias towards action.
- You are comfortable working independently and in a collaborative setting with people of diverse backgrounds/circumstances.

### **JOB SUMMARY**

The Volunteer/Docent Coordinator works with The Watershed Explorers Program partners (San Dieguito River Valley Conservancy (SDRVC), San Dieguito River Park JPA (River Park), San Diego Archaeological Center (SDAC) and the Volcan Mountain Foundation (VMF), to provide volunteer support and educational opportunities for volunteers/docents. This position interacts heavily with the public; therefore, applicants must be friendly, outgoing and comfortable speaking in front of large groups as well as writing testimonies of volunteers/docents for impact statements and reports. Additional responsibilities include greeting, training and supervising volunteer production. Applicants must be passionate about helping others, teaching others, and believe in the mission of the Watershed Explorers Program.

### **VOLUNTEER/DOCENT COORDINATION**

- Leadership: Develops a compelling vision of what The Watershed Explorers Program's volunteer/docent program has the potential to become. Leads, coaches and inspires the team of volunteers/docents.
- Internal Partnerships: Partners with SDRVC, River Park, SDAC and VMF— by actively collaborating to recruit volunteers/docents and to create meaningful volunteer experiences.
- Community Engagement: Strengthens community connection to the Watershed Explorers Program by building an ever- more engaged, passionate and well-stewarded community of engaged volunteers/docents across the county.
- Supports the creation of volunteer recruitment materials and disseminates information about volunteer opportunities through all appropriate channels.
- Maintains an up-to-date database of all prospective and actual volunteers/docents, as well as records of all volunteer activities performed and provides current reports about such activities on a regular basis.
- Responds to requests, in a timely manner, for volunteer information that come through the web site and helps identify resources that may be useful for volunteer recruitment.
- Coordinates intake of volunteers/docents including the completion of registration forms, training and orientation.

- Works closely with the appropriate partners to develop curriculum and conduct ongoing training program for volunteers/docents for any new activities and projects.
- Responsible for the processing, orientation and assignment of all volunteers/docents and volunteer groups, in consultation with the partners, including recruitment, screening, selecting, placing, tracking, and training volunteers/docents; addressing complaints and resolving problems.
- Maintains an up-to-date schedule of all volunteer recruitment efforts and opportunities, such as recruitment fairs, requests from groups for speakers, web sites, public service announcements, etc.
- Designs and implements appropriate ways to thank, recognize and honor volunteers/docents for their efforts
- Collects partner and volunteer stories, takes photographs to be used in annual report, blogs, and social media posts.

### **General**

- Comfortable with volunteer recruitment and cold calls to engage new volunteer groups.
- Comfortable with public speaking, making presentations, and facilitating conversations.
- Prepares correspondence, tracking, reports, forms and schedules in a timely manner; proofreads typed and other materials for accuracy, completeness, and correct language usage.
- Uses computer to generate files and manipulate data, utilizing spreadsheet, develop presentations and use word processing tools.
- Develops and maintains effective working relationships and deals tactfully, cooperatively, and effectively with partners, volunteers/docents, agencies, community organizations, site partners, and potential donors.
- Communicates effectively and respectfully with people from different racial, ethnic and cultural groups, and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

### **QUALIFICATIONS**

#### **TRAINING AND EXPERIENCE**

- Experience working with non-profit organization volunteer programs.

#### **KNOWLEDGE/SKILLS/ABILITY**

- Basic personal computer operations, spreadsheet and word processing programs, including MS Word, Excel, PowerPoint & Adobe Acrobat Pro
- Methods of collecting, organizing and presenting data and information.
- Basic filing and record keeping methods and procedures.
- Excellent organizational skills with ability to meet deadlines and independently manage multiple tasks and timely follow-through, with flexibility to adapt to changing needs and to work effectively with minimal supervision.
- Ability to work well with a diverse group of people of various age, educational, ethnic, and socioeconomic backgrounds

#### **PHYSICAL REQUIREMENTS**

- Able to safely lift or carry items weighing up to 20 pounds.
- Able to hear normal conversations and speak clearly in person and on the phone.
- Able to see and read documents.

- Able to walk up and down stairs.
- Requires some outdoor work, sometimes in adverse weather conditions, frequent standing and sitting throughout the day.

**OTHER REQUIREMENTS**

- Community organizing and outreach experience is required.
- Must have valid California Driver's License and have a satisfactory driving record, as documented by a current DMV printout
- Use of own car is necessary for outreach in the community.
- Willingness to work weekends if needed.

**NOT REQUIRED, BUT DESIRABLE**

- Bilingual English/Spanish
- Background in ecology, environmental science or natural history