



**BUFFALO NIAGARA RIVERKEEPER**  
**AMERICORPS Volunteer Coordinator (*Full-Time*)**

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**Function:** Coordinate and assist in volunteer recruitment and outreach and restoration activities in the new Citizen Action Program.

**Reports to:** Kerri Bentkowski, Citizen Action Coordinator

Since 1989, Buffalo Niagara Riverkeeper has worked towards the protection and restoration of the Buffalo and Niagara Rivers and their tributaries. Riverkeeper's new Citizen Action Program focuses on providing residents of the region with opportunities to increase their awareness about water pollution issues and actively participate in the restoration of the rivers.

We are seeking a dedicated Volunteer Coordinator to join our organization for a fulfilling position in the environmental field. The ideal candidate for the position of Volunteer Coordinator will be a self-motivated, organized, flexible, high-energy person with excellent interpersonal skills for interacting with the public and RIVERKEEPER staff. Experience and demonstrated achievement in program development, event planning, community leadership and volunteer organization are a plus.

**Responsibilities:**

- 1) Develop and implement volunteer recruitment strategies for several Citizen Action programs including:
  - Manage the spring and fall shoreline clean-ups. This involves 30 sites through the Buffalo and Niagara Region and engages approximately 1500 volunteers annually.
  - Assist in the implementation of community-based restoration projects such as forest buffers, rain barrels, and rain gardens.
  - Develop docent training program to serve as interpretive guides in hiking, biking, and paddling eco tours.
  - Recruit volunteer to serve as water quality monitors of streams and rivers and assist in their training of sampling procedures and protocols for the River Watch program.
  - Assist in the implementation of a stormwater education and rain barrel distribution program to the residents of the City of Buffalo and surrounding municipalities with the goal to distribute 1000 rain barrels annually.
- 2) Serve as liaison with area colleges, universities, and other institutions to recruit volunteers and support service learning opportunities.
- 3) Assist in volunteer appreciation events and/or other special recognition.
- 4) Create new citizen action website pages and research and write articles for volunteer recruitment publications, websites, e-newsletters, and blogs.

- 5) Manage and oversee tabling and participation at approximately 5-10 area events. Manage and lead presentations to appropriate groups and create promotional display boards, banners, and signs as necessary. Research and determine participation in area events
- 6) Assist in proposal writing for grants and other partnership opportunities.
- 7) Assist in management of student interns on special projects.
- 8) Other duties as needed.

Desirable Qualifications:

1. Organizational Skills
2. Excellent written and verbal skills
3. Personal dedication to environmental protection
4. Ability to interact and work with individuals from diverse backgrounds
5. Creativity, flexibility, strong collaborative skills and passion
6. Ability to work weekends and evenings
7. Ability to lift 25 pounds
8. Transportation required
9. Must be computer literate and have a working knowledge of Microsoft Office Suite, particularly Excel
10. Experience volunteering or managing volunteers
11. Must be able to multitask, and prioritize to handle multiple deadlines

Additional Information:

- Location: Buffalo
- Compensation: \$11,400 yearly stipend (paid bi-weekly), health insurance, child care, professional development, \$4,725.00 education award, loan forbearance
- This is a Full-time job.
- This is at a non-profit organization.
- Principals only. Recruiters, please don't contact this job poster.
- Please, no phone calls about this job!
- Enrollment period will begin October 1, 2008 until job is filled.

Method of Applying:

**Apply by Email** to Kate Sarata, Western New York Americorps: [katesarata@wnyamericorps.org](mailto:katesarata@wnyamericorps.org)

Contact Information:

2001 Union Road  
West Seneca, NY  
Phone: 716-558-3350  
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