



Position Title: Volunteer Coordinator

Accountability: The Volunteer Coordinator will report to the Program Director

About the Catawba Riverkeeper Foundation (Catawba Riverkeeper):

Founded in 1997, the Catawba Riverkeeper Foundation (CRF) was the 21st Waterkeeper organization in the United States. Now a part of an international movement of Waterkeepers that boasts over 400 local organizations, we preserve, protect, and restore the waters of the Catawba-Wateree River Basin for generations to come. Our 5,000 square mile river basin includes over 8,900 miles of waterways. We accomplish our mission in three ways:

We provide opportunities for people to ENGAGE with the river to have a better understanding of the importance of our natural resources.

We EDUCATE students and the public on how they can make a positive impact on the water quality in our region.

We PROTECT our river basin via enforcement resources, scientific fieldwork, and citizen action.

Catawba Riverkeeper is a community focused organization supported by more than 5,800 members and volunteers located throughout a 26-county river basin that dedicate time, talent, and treasure to ensuring the protection of the Catawba-Wateree River. Our professional staff of 11 and volunteer board of 14 guide the work of this passionate group of people.

Responsibility: The Volunteer Coordinator will help harness the interest of community members to support various activities of the organization. They will support Catawba Riverkeeper's goal to expand our activities and deepen each volunteer's connection with the Riverkeeper's mission. The Volunteer Coordinator will work closely with many staff members to help implement initiatives where volunteer engagement opportunities exist. They will be the first touch point for all volunteer activities and oversee the smooth integration of their involvement and relationship with the organization.

Current volunteer programs include:

- Lake and Stream Cleanups including Catawba Riversweep, the largest single-day volunteer event across the basin
- Citizen Science: Litter Gitter, Water Watchers, Fishing line recycling, invasive species, stream/shoreline restoration
- Education: Youth programs and camps
- Community: Catawba Riverkeeper Ambassadors, outreach events, special events

**Day to Day Duties:**

- Oversee the internal volunteer management system
- Develop and coordinate volunteer opportunities under the direction of the appropriate staff
- Work with the marketing team to create effective volunteer recruitment strategies including website/email/social media messaging, volunteer intake forms, program/event registration, mass communication, and in-person event recruitment tactics
- Communicate with volunteers before, during, and after events in partnership with various staff, as needed
- Track and analyze volunteer efforts: recruitment, registration and on-site engagement
- Establish positive volunteer relationships and appreciation tactics
- Lead most volunteer activities as the on-site host – ex. lake/stream cleanups

Qualifications:

- Excellent interpersonal skills
- Ability to converse with and listen to varying types of people
- Highly organized (calendar management, file storage)
- Ability to manage multiple projects at once
- Must be a self-starter
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, SharePoint, etc.)
- Excellent written and verbal communication skill
- Ability to work nights and weekends
- Capable of standing for long periods of time and lifting 50lbs

Location:

The Volunteer Coordinator will work out of the Catawba Riverkeeper office in McAdenville, NC. They will also be required to travel to various events and meetings within the Catawba-Wateree River Basin. Mileage is reimbursed.

Compensation:

The starting annual salary will be \$32,000-\$35,000, based on experience, plus benefits. Benefits valued at \$5,000-\$10,000 including paid time off (PTO), health insurance, dental, HSA, IRA match, and pro deal discounts on recreational equipment and apparel.

How to Apply

Applicants should email their resume and cover letter to vanessa.c@catawbariverkeeper.org. Interviews will be conducted on a rolling basis, as applications are received.