



## **SAVE OUR SHORES VOLUNTEER AND OUTREACH COORDINATOR**

**Position:** Volunteer and Outreach Coordinator

**Reports to:** Program Manager

**Status:** 40 hrs per week (full-time, nonexempt). Compensation is hourly, includes paid vacation and sick leave, workers' compensation. Health/dental insurance provided.

**Schedule:** Schedule varies depending on programmatic needs. Weekend work is required, especially Saturdays, occasional evenings, and Sundays as needed. Some holiday work is required.

**Location:** Santa Cruz California

**Pay:** \$20.00-\$21.50 based on experience

**Expected Start Date:** October 2023

**About Save Our Shores:** Save Our Shores is a small, grassroots non-profit organization focused on marine conservation in Santa Cruz, CA. We were founded in 1978 in response to the threat of offshore oil drilling along the Central Coast and were integral in the designation status of the Monterey Bay National Marine Sanctuary. Since then, we've worked to protect our coastline from other threats including plastic pollution and illegal sand mining. Our efforts have expanded since our inception to include delivering marine science education to local students, engaging community members in stewardship activities, conducting outreach for pollution mitigation, and continuing the invaluable advocacy work upon which our organization was founded by pushing for policies that protect oceans, coastlines, and connected communities.

### **Job Purpose:**

The Volunteer and Outreach Coordinator will act as the primary staff member responsible for delivering cleanup and outreach events. They will engage our local community of volunteers in active stewardship of the Monterey Bay region through debris removal and the collection of community science data. Conduct outreach throughout the year to prevent pollution and encourage responsible recreation and community action along our coastline. They will be the primary liaison between Save Our Shores and our trained volunteers, Sanctuary Stewards.

### **Essential Duties & Responsibilities**

- Act as the primary staff member responsible for delivering all cleanup & outreach events.
- Maintain program supplies; prepare and replace supplies before and after events.
- Support event advertising and volunteer recruitment.

- Track and enter into database all cleanup data and event metrics.
- Lead the coordination, training, recognition, engagement, and communications with Sanctuary Stewards; manage Sanctuary Steward web portal.
- Coordinate event logistics with various jurisdictions to ensure proper permitting, hauling, and other needs for all program related events.

#### **Other Duties**

- Coordinate community programs such as Adopt-A-Beach and Adopt-A-Levee.
- Support the coordination and planning of Annual Coastal Cleanup Day.
- Support the delivery of education programs, including the afterschool program Junior Sanctuary Stewards.
- Coordinate and facilitate private and corporate group cleanup events.
- Attend and assist with Speaker Series evening events.
- Support in writing volunteer and outreach related communications.
- Attend coalition meetings and engage Sanctuary Stewards in local advocacy efforts.

#### **Desired Knowledge and Skills:**

- Familiarity with the Monterey Bay region and local marine conservation issues.
- Experience recruiting and retaining volunteers.
- Attention to detail and managing a complex schedule.
- Experience using computer programs such as Microsoft Office, Word Press, Facebook, Instagram, & Google Suite.
- Strong team player, flexible, and willing to work with others while also being able to work independently.
- Possess strong communication skills, including verbal and written communication.

#### **This Position Requires:**

- Use of a personal vehicle to drive throughout the Monterey Bay region and transporting supplies (that may be sandy and dirty); mileage is reimbursable.
- Standing and sitting for long periods of time.
- Walking up and down stairs, 2-3 miles on sandy beaches and uneven ground.
- Lifting up to 50 pounds.

**How to Apply:** Please email cover letter, resume, and 2-3 professional or academic references to Krista Rogers (krista@saveourshores.org) with the email title: Volunteer & Outreach Coordinator Applicant. Applications will be reviewed on a rolling basis until the position is filled.

**Save Our Shores** is an equal opportunity employer and dedicated to a policy of non-discrimination and equal opportunity for all employees and qualified applicants. People with disabilities, people of color, indigenous peoples, and LGBTQ candidates are strongly encouraged to apply.

*These duties, percentages, dates, and descriptions are subject to change.*