



January 5, 2022

Do you have a passion for the environment and justice issues affecting eastern North Carolina? Do you enjoy a dynamic work environment? Do you love collaboration, team support and opportunities for growth? Then join our Team!

Position: Volunteer Coordinator

Salary Range: \$38,000-\$42,000

Job Type: Full-Time

Career Level: Entry-level

Location: Washington or New Bern, NC

Reports to: Program Director

Application Deadline: Open until filled

Position Summary

The Volunteer Coordinator is the main volunteer outreach and engagement person for the organization. This position is highly suited for an individual who is outgoing, organized, and motivated and who has a desire to engage with a diverse audience and build the power of a networked community. The Volunteer Coordinator is responsible for recruiting, training and coordinating volunteer service for Sound Rivers existing programs, including Swim Guide, Plastic Free Rivers, Tar-Pamlico Water Trail and river cleanups. The Volunteer Coordinator ensures existing members, supporters, and volunteers deepen their relationship with Sound Rivers through its programs. This position supervises Swim Guide summer interns. The position could be based in either our New Bern or Washington offices.

About Sound Rivers

Sound Rivers has a long tradition of clean-water advocacy, protecting and preserving the health and viability of the Tar-Pamlico and Neuse rivers for 42 years. Sound Rivers is committed to the goal of environmental justice and equity for all people in our watershed. We recognize the benefits and impact of diverse leadership, building of trust in impacted communities, and programs that are inclusive to ensure we serve the needs of all those communities within the Neuse and Tar-Pamlico river basins.

Equal Employment Opportunity

Sound Rivers is committed to a diverse, equitable, and inclusive workplace where we learn and work together to protect the rivers. We strongly encourage applicants from underrepresented backgrounds in the environmental movement to apply.

Responsibilities

- Cultivate and manage volunteers for organizational programs and events



P.O. Box 1854
Washington, NC 27889



New Bern (252) 637-7972 – Raleigh (919) 856-1180 – Washington (252) 946-7211

- Establish and maintain data management for all volunteers
- Supervise summer Swim Guide interns
- Assist with other organizational events, including fundraising events such as the annual Oyster Roast
- Other support tasks and special projects as assigned by the Program Director

Job Requirements

Experience & Qualifications

- Associate's Degree and two year's experience working with volunteers
- Relationship Building: Skilled at establishing and cultivating strong relationships with diverse audiences
- Collaboration: Effective at working with others to reach common goals and objectives
- Valid driver's license with clean driving record
- Have reliable transportation and willingness / ability for frequent travel during the work day
- Flexibility in work day, including evenings and weekends, as needed
- Comfortable working in and around water
- Alternative to the above, an equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities

Technical skills

- Working knowledge of social media platforms and tools
- Proficiency in using Microsoft Office and Google Workspace

Workplace skills and qualities

- Passion for environmental and justice issues affecting eastern North Carolina
- Enjoyment of a busy and dynamic work environment
- Superior accuracy and attention to detail
- Superior data management, recordkeeping, and organizational skills
- Strong verbal communication skills
- Ability to self-motivate, work independently and as part a team
- Ability to work on multiple projects concurrently and meet tight deadlines
- Strong time management skills and ability to keep track of many tasks that require follow-up
- Curiosity and a sense of humor

Compensation, Benefits, and Values

This is a full-time, exempt position reporting to the Program Director. The hiring range is \$38,000-\$42,000 depending upon experience and abilities. Sound Rivers offers a comprehensive benefits package that includes paid vacation, personal, holiday, and sick time; 100% covered health, vision, and dental insurance; and a tax-deferred retirement plan with employer match. Sound Rivers places the highest value on its employees and employee retention and is committed to continuously building on our collaborative and flexible workplace environment. We value a healthy work-life balance and offer opportunities for staff development.

Working conditions

Normally scheduled work week is 9AM to 5PM, Monday through Friday, but some evening and weekend hours are required. This position requires a person that is able to work long hours in adverse weather and environmental conditions. This position will require significant travel within our service area; work vehicles may be available for travel. Mileage reimbursement is provided for personal vehicle use.

Physical Demands

The person in this position is often required to load and carry materials and equipment for programs and events, some weighing at least 50 pounds. Some of the programs include physical activity such as walking, hiking or paddling.

Applications

If you are interested in this position and meet a majority of the essential qualifications, please send a cover letter and resumé in PDF format to jobs@sounddrivers.org, subject line "YOUR LAST NAME, Volunteer Coordinator." If your materials indicate a potential match for our requirements, we will contact you. References will be requested from candidates chosen for interviews. Please, no phone calls or emails to the office regarding this opening. Position open until filled; interviews will be scheduled on a rolling basis. The anticipated start date is February 2023.