**Kenai Watershed Forum: Southern Stream Watch Volunteer Coordinator**

**Position Description**

This is a 4 to 5-month summer position starting in May with a possibility for advancement to a permanent seasonal position. This position will be an unconventional workweek, as it will include some weekends/evenings, however will encompass a 40 hour workweek at $18/hr.

The Southern Stream Watch Coordinator seeks to protect the natural and cultural resources of the Kenai Peninsula Rivers through educational outreach on and off designated Stream Watch sites under the supervision of the Western Stream Watch Coordinator. The southern coordinator supports all logistical volunteer needs (i.e. scheduling, organizing events, grant reporting) at our three Southern Peninsula Stream Watch site locations and facilitates volunteer recruitment, training, and on-the-ground activities (e.g. river protection fence installation, litter pick-ups, fishing line collection container installation) across the peninsula through a myriad of partnerships.

***Duties and Responsibilities***

* Facilitate program goals by recruiting, training, scheduling, and supporting volunteers
* Adhere to the program budget in conjunction with the Western Stream Watch Coordinator and oversee that the authorized budget is adhered to.
* Recruit and maintain Stream Watch partners and sponsors
* Seek and apply for funding opportunities in conjunction with the Stream Watch staff.
* Document program metrics and report them accordingly
* Communicate updates, successes and concerns with program steering committee and program partners
* Provide updates in weekly coordinator check-ins

***Requirements***

* Excellent organizational and team coordination abilities
* Highly detail orientated with data entry/processing, etc.
* Prior grant writing experience or transferable skills
* Clean driving record and access to a vehicle
* Willingness and flexibility to work weekends and evenings
* Strong interest and ability to effectively work directly with the general public
* Excellent professional communication and interpersonal skills