



Position Title: Volunteer Coordinator

Position Service Site: Beaver Creek Reserve – Fall Creek, WI, Eau Claire County

Service Time: September 9, 2024 – August 30, 2025 (1,700 Hour AmeriCorps Term, full-time) (35-40 hours/week)

Benefits: Bi-weekly living stipend = \$826.92. Education Award = \$7,395 upon successful completion of service. Onsite housing available.

Requirements: Covid-19 vaccine required.

PURPOSE: AmeriCorps members will provide capacity-building service to a 77-year-old nature center and 400-acre reserve. Members' focus will be to connect all people with nature throughout the Chippewa Valley and northwestern Wisconsin.

OVERVIEW: Beaver Creek Reserve (BCR) is an environmental education center founded in 1947. The 400-acre nature reserve includes the Eau Claire County Youth Camp, the Wise Nature Center, Citizen Science Center, and the Hobbs Observatory. This unique combination of facilities provides a special atmosphere where people, young and old alike, can discover, learn and appreciate the mysteries and miracles of the world where we live. Beaver Creek Reserve is the bridge that connects what youth and adults learn in their everyday environment and adds real-life tangible experiences that support growth and understanding of the natural world.

SERVICE DESCRIPTION: The AmeriCorps Volunteer Coordinator will help build and strengthen Beaver Creek Reserve's volunteer program. The Volunteer Coordinator is responsible for recruiting, training, coordinating, managing, and supervising volunteers. Service tasks include but are not limited to building volunteer engagement through planned work days, volunteer appreciation events, and improving volunteer capacity through various projects, special events, and programs.

RESPONSIBILITIES:

- Facilitate the recruitment, orientation, training, and scheduling of volunteers
- Coordinate and manage volunteers during programs, special events (ex. Summer Camps, Native Plant Sale, etc.), and conservation-based projects (ex. trail maintenance, gardening, invasive species control, etc.)
- Develop, update, and implement volunteer program materials: handbook and application forms
- Track volunteer hours and complete annual volunteer reports
- Act as a point of communication between volunteers and staff
- Supervise individual volunteers and volunteer groups
- Contribute to marketing initiatives through making volunteer recruitment fliers and graphics, sharing volunteer updates via 'Current Happenings' newsletter, social media posts, and blogs, and creating and sending the seasonal volunteer emailed newsletter
- Plan seasonal volunteer appreciation events
- Coordinate seasonal volunteer work days (ex. United Way's Day of Caring)
- Coordinate volunteer awards for the Beaver Creek Reserve Annual Meeting



RESPONSIBILITIES (continued):

- Fill in for volunteers when shifts are not covered or a volunteer cancels
- Attend community outreach events on behalf of Beaver Creek Reserve to recruit volunteers and share upcoming volunteer projects
- Assist Beaver Creek Reserve staff with planning and organizing special events/fundraisers/programs
- Assist with day to day operations at Beaver Creek Reserve
- Serve on some weekends and evenings, as needed

QUALIFICATIONS:

- Ability to establish and maintain effective working relationships with people having diverse interests, needs, ages, backgrounds etc. including staff, volunteers, members of other organizations and the general public
- Excellent interpersonal communication skills, both written and oral
- Pay incredible attention to detail
- Excellent organizational skills
- Ability to perform detailed work accurately within tight deadlines and handle multiple tasks simultaneously
- Familiarity working in an office and outdoor environment
- Experience using Microsoft Office suite, Google Suite, Zoom, and Canva
- Flexible to meet seasonal demands
- Motivated and demonstrates initiative, adaptability, and creative thinking
- Dependable and capable of working with limited supervision

WORK ENVIRONMENT:

- Work is half sedentary in an office setting, and half outdoors on the trails, play spaces, or in gardens
- Outdoor work may occur in a variety of weather conditions, and involve some lifting, carrying, bending, and hiking across uneven terrain
- Ability to lift up to 40 lbs occasionally

TRAINING:

- AmeriCorps Virtual Orientation Training: September 9-13, 2024 (attendance required)
- Beaver Creek Reserve training: September, 16-20, 2024
- Midterm training Spring 2025. Location TBD. (attendance required)
- Monthly Team Meetings & AmeriCorps team building offered online the first Thursday of each month
- Statewide Opening Ceremony in October offering a variety of speakers and professional development

BENEFITS:

- Bi-weekly living allowance: \$843.14
- Post-service education award: \$7,395



BENEFITS (continued):

- Childcare assistance available to AmeriCorps members serving in a full-time capacity. This assistance is only for those who need childcare to be able to serve and is based on household income eligibility (information provided on request).
- Basic individual health, dental and vision insurance is available to full-time members only. No family plan.
- All members are eligible for loan forbearance and interest accrual payments with qualified student loans.
- Mileage, meals and housing are provided for all required MCHS AmeriCorps trainings and events.
- A meaningful experience that allows you to learn new skills, take on new responsibilities and engage with your community in intensive and effective ways.

AMERICORPS RESPONSIBILITIES:

- Mid-term and final performance evaluations conducted by supervisor
- Weekly timesheets
- Member Service Plan for tracking achieved goals
- Quarterly written reflections & completion of foundational public health training, self-paced (16-20 hrs)
- Community Health training
- Member surveys and exit survey

REQUIREMENTS TO SERVE:

- Members must be a U.S. citizen, U.S. national, or legal permanent resident alien of the United States.
- Members must be at least 17 years of age by their start date (September 9, 2024).
- Members must have a HS Diploma, GED certificate, or must be working toward attaining a high school diploma or GED during their term of service.
- Members must be able to pass a criminal, FBI and DMV background check.
- Members must accept position as a full-time priority over other jobs and be able to complete their term of service.

For more information on AmeriCorps Member positions, please see below:

[Marshfield Clinic Health System AmeriCorps Community Corp Expectations for Service in MCHS AmeriCorps](#)

HOUSING: Members who choose on-site housing should be prepared to live in communal housing with other members of the program/organization/agency. Members should expect to have roommates.

APPLY: The deadline to apply for this position is **July 14, 2024**.

Send resume and 3 professional references to:

Kristen Giefer
Marketing & Program Director
Beaver Creek Reserve
S1 County Rd K
Fall Creek, WI 54742
(715) 877-2212

kristen@beavercreekreserve.org