

The Land Conservancy

OF SAN LUIS OBISPO COUNTY

P.O. Box 12206 • SLO, CA 93406 • (805) 544-9096 • FAX (805) 544-5122
VISIT US ONLINE AT: WWW.LCSLO.ORG

Watershed Volunteer Coordinator Internship

Position Type: Non-paid; Academic credit possible
6-10 hours/wk; June 1, 2011 – October 7, 2011

Position Description: The **Watershed Volunteer Coordinator Intern** will work with the Membership Team and the Restoration Project Manager to successfully organize, advertise, and facilitate two major community activities: **2011 Creek Day Cleanup** and **Lower San Luis Obispo Creek Floodplain Preserve** volunteer work days.

Summary

Creek Day Cleanup - duties include, but are not limited to, assisting with developing a lists of constituents, tracking participation, creating advertising media, contacting constituents, coordinating supplies and waste removal, and helping to facilitate the events.

Lower San Luis Obispo Creek Floodplain Preserve - duties include coordinating volunteers to remove the invasive species, Cape ivy (*Delawarea odorata*), from our Lower SLO Creek Floodplain Preserve to enhance the South-Central California Coast Steelhead (*Oncorhynchus mykiss*) population by restoring habitat found along this reach of San Luis Obispo Creek. This position assists the Restoration Project Manager in identifying and recruiting volunteer groups, coordinating volunteer communications, and organizing volunteer activities. This position also assists with coordinating volunteers in the field during volunteer work days, as well as with miscellaneous tasks related to other volunteer restoration projects, as appropriate.

RESPONSIBILITIES:

Outreach

- Mail/e-mail postcard reminders
- Write letters
- Identify potential volunteer groups
- Make phone calls
- Solicit businesses for food/beverage donations
- Talk to clubs, groups, and potential volunteers
- Update website and social media outlets
- Advertise at Farmer's Markets and other outreach/tabling events

Publicity

- Create advertising and press materials
- Contact radio/TV/newsprint
- Write articles and submit event information
- Participate in interviews

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Event Coordination

- Create maps, directions, and instructions to approximately 20 SLO City site locations
- Coordinate with SLO city park rangers to secure event location and possible site locations
- Contact constituents in advance of the event
- Help to organize volunteers on the day of the event
- Help with event set-up; break down

Administrative

- Help to develop constituent lists of donors, advertisers, landowners, potential stewards, and volunteers
- Help to develop and maintain the database for constituents
- Acquire, sort and distribute supplies
- Copy information for distribution
- File, tally, update each other, posting flyers
- Assist with follow-up reports, summaries, and thank you letters

Miscellaneous

- Train volunteers on how to remove invasive species
- Train volunteers on how to revegetate habitat with native plants and shrubs

QUALIFICATIONS:

- Committed to serving the needs of the community and the environment
- Prompt and organized with attention to details
- Computer skills (Microsoft Word, Excel, Publisher, Outlook, database)
- Excellent verbal and written communication skills
- Excellent communication skills
- Excellent writing abilities
- Demonstrated knowledge of and/or experience with environmental restoration such as riparian revegetation, invasive species removal, streambank stabilization, soil conservation, water quality improvement, etc.
- Strong time management skills
- Self-discipline/ability to work independently
- Excellent inter-personal skills

SCHEDULE:

This position will last a minimum of 4 months (Jun.1 - Oct. 7), with at least a 6-10 hour per week commitment. This position will require weekend days (twice a month) at the project site(s) from 9am-noon; **Mandatory work availability from 8am-2pm on September 17, 2011 and September 24, 2011.**

Due to office space limitations, duties may be performed off-site with approval.

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Additional Information

This is currently an UNPAID internship, but most likely qualifies for senior project or academic credit at Cal Poly University and/or Cuesta College. Applicant must identify a professor to oversee the academic requirements and must disclose the goals of the academic internship prior to acceptance.

For more information:

Please submit a cover letter and resume to Wende David by **June 1, 2011 or ASAP**.

E-mail: wended@LCSLO.org

Fax: (805) 544-5122

Mail: The Land Conservancy, PO Box 12206, San Luis Obispo, CA 93406

The Land Conservancy of San Luis Obispo County is a local nonprofit land trust working to protect and restore local lands for the benefit of people and wildlife. Since its formation in 1984, The Land Conservancy has led collaborative efforts to permanently protect over 10,000 acres of land in San Luis Obispo County. For more information visit www.LCSLO.org or call **(805) 544-9096**.

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