

REDWOOD FOREST FOUNDATION, INC

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Date: October 5, 2015

Announcement: Volunteer Coordinator Position Opening

Independent Contractor Terms: Part-time (10 - 15 hours/week) – position funded through June 30, 2017; may become permanent.

Location: Mendocino or southern Humboldt County, preferred.

Reports to: The RFFI Community Development Director

The Redwood Forest Foundation, Inc. (RFFI) announces the recruitment of a part-time Volunteer Coordinator (VC) to assist this not-for-profit organization achieve our charitable mission (below).

RFFI Background

The Redwood Forest Foundation, Inc. (RFFI) is a private 501(c)(3) non-profit organization currently located in Fort Bragg, CA. RFFI's **mission** is to acquire, protect, restore and manage forestlands and other related resources in the Redwood Region for the long-term benefit of the communities located there. Our **vision** is to establish community-based forests that provide both critical habitat for increased biodiversity and improved regional economic vitality.

In order to meet the increasing demands of our rapidly growing organization, the RFFI Board of Directors seeks to contract with a Volunteer Coordinator who will assess RFFI's volunteer needs and recruit, identify train, assist, retain, recognize and cooperate with a growing number of interested and qualified prospective volunteers. Focused management of our volunteers will exponentially increase our ability to address the many tasks and challenges we face. The goals of this position are to engage the community and build the programs and capacity of our organization conduct community forestry.

Usal Redwood Forest

A primary focus of RFFI is the restoration and sustainable management of the 49,636 acre Usal Redwood Forest (Usal), which is located in the Coastal Redwood Region of Mendocino County, California. RFFI has owned Usal since 2007. This 78 sq. mi. property was once a thriving ancient redwood and Douglas fir forest and includes portions of two important watersheds: the majority of the Usal Creek drainage and significant tributaries of the South Fork of the Eel River. RFFI is a complex organization. In addition to sustainably managing Usal, RFFI is engaged in other areas: fish and wildlife habitat restoration, redwood reforestation, conservation easement monitoring, monetizing ecosystem services, non-herbicidal vegetation management, Biochar production and sales, and extensive community engagement.

The Position

The VC position is part-time of approximately 10-15 hours a week, and has initially been funded for two years; if successful the position will become permanent. The VC will be trained by RFFI's CEO, a Board Member and the Community Development Director. This team will help familiarize the VC with the different areas of our operation in which volunteers are needed or are already active. The VC will be mentored throughout the two years by RFFI's Community Development Director, under the oversight of the CEO.

The primary responsibilities of the RFFI Volunteer Coordinator include:

- Working directly with RFFI's board and staff, assessing the need for RFFI volunteer support for our programs and the Usal Forest's ongoing activities
- Taking stock of RFFI's current and aspiring volunteers
- Developing and implementing recruitment strategies and plans to determine where volunteer assistance is most needed
- Designing and conducting a volunteer orientation program
- Matching volunteers to tasks within RFFI's programs
- Creating volunteer tracking records and produce a volunteer procedural manual as a guide for managing the recruitment, training, matching and supervision of volunteers, along with a plan for volunteer supervision and evaluation
- Developing and conducting volunteer appreciation activities

We envision that the VC will conduct four day-long orientation sessions each year to familiarize the volunteers with RFFI's mission, values and operations. The orientation will be augmented by specific training determined by volunteers' abilities and RFFI's needs.

Qualifications

A successful candidate must possess both good oral and written communications skills to interact with a diverse Board of Directors and a wide array of key community stakeholders. The candidate must also be willing to work independently. He or she must possess a strong desire to see that the **mission** and **vision** of the RFFI Board is implemented through practice and demonstration.

- A commitment to RFFI's mission
- Excellent written and verbal communication and social skills
- Well-organized
- Ability to travel throughout Mendocino and Humboldt counties;

Education and Experience

- a. Minimum two-years of experience working with community volunteers
- b. Proficiency in commonly used computer programs, e.g., Microsoft Office products (Word, Outlook, Excel, Powerpoint) and donor/member databases
- c. Ability to work both independently and as part of a diverse team
- d. Current California driver's license and clean driving record
- e. Possession of a reliable vehicle, computer, cell phone and internet access.

Additional Desirable Qualifications

- a. Bachelor's Degree or higher
- b. Experience working with eTapestry database or other Blackbaud products
- c. Knowledge of redwood and Douglas fir forests and resident plants and animals
- d. Experience with the Usal Forest or similar forest in the region
- e. Experience working with community and conservation groups
- f. Experience working with a nonprofit

The Process

Please submit a letter of interest, outline of qualifications, salary requirements and references to: morgan@rffi.org. Applications will be accepted until the position is filled, with review of applications beginning on **Monday, October 19th**.

Refer questions to Lin Barrett, RFFI Community Development Director at morgan@rffi.org

For additional information on RFFI, please visit www.rffi.org.

RFFI is an Equal Opportunity Employer. People of all races, genders, sexual orientations, and those with diverse backgrounds are all strongly encouraged to apply. Our board and staff value diversity and are committed to respect and inclusiveness.