



Job Opportunity: **Volunteer Recruitment & Support AmeriCorps VISTA Member**

San Diego Audubon's mission is to work together to defend our region's wildlife and threatened habitats through advocacy, education and restoration. We envision a region in which people and nature are interconnected and thriving, and where diverse communities find common ground, giving shape to an enduring culture of conservation and sustainability.

San Diego Audubon Society (SDAS) is seeking a full-time [AmeriCorps VISTA](#) member to assist with recruiting and supporting our volunteers. This is a term position from August 2024 through August 2025, with possibility of extension.

The overall goal of our VISTA project is to increase nature learning, recreational, and professional development opportunities in underserved communities and to empower individuals to be environmental advocates and stewards within their local communities. The three VISTA members who will work together on this project are: (1) Public Programs member, (2) Marketing and Communications member, and (3) Volunteer Recruitment and Support member.

Position Title: Volunteer Recruitment & Support VISTA member

Location: SDAS office in BayHo, various outdoor locations in SD county, and remote.

Term of Service: Full-time, Aug 2024 – Aug 2025 with possibility of extension.

Time requirements: 40 hours/week; 5 days/week

Anticipated Start Date

- August 24, 2024

Benefits

- VISTA members are hired and paid through the federal agency AmeriCorps (<https://www.americorps.gov/about>). Members receive the following benefits:
 - o Living Allowance - You will receive a modest bi-weekly living allowance to cover basic expenses (\$1117 every 2 weeks)
 - o Additional monthly stipend for gas, housing, or groceries

- o End of Service Award - Members can choose between a Segal Education Award (valued at \$7,395) to pay for a range of education expenses or a \$1,800 cash stipend. This is awarded at the end of the one-year term, and if our project is approved for a second year it will be awarded again at the end of the second year.
- o Leave - AmeriCorps members serving in the VISTA program are entitled to personal leave, medical leave, and leave for 13 holidays per year recognized by SDAS.
- o Professional Development and Mentorship
- o Non-Competitive Eligibility - Once you've successfully completed service in AmeriCorps VISTA, you will receive one year of non-competitive eligibility for employment in the federal government. This special hiring status enables you to apply for federal jobs with the advantage of not having to go through the standard public competitive selection process. That means that you can be appointed to federal positions that may not be available to the general public. In addition, your application could be processed faster than others. NCE does not guarantee you a federal job, but it does provide a valuable opportunity!

- o Read full AmeriCorps benefits here:
<https://americorps.gov/members-volunteers/vista/benefits>

Summary of Activities

- Research and develop plan for recruiting volunteers in underserved communities. Work with other VISTA members to implement plan.
- Write detailed volunteer position descriptions for recruiting purposes.
- Engage with the community at informational booths around the county with the goal of recruiting volunteers for our habitat restoration events, wetlands docent programs, interpretive nature walks, advocacy work, nature preserve hosts, Conservation Committee, TernWatchers program, and Conservation Team Leaders program.
- Strengthen volunteer retention by organizing annual Volunteer Appreciation Party, identifying and organizing volunteer award nominations, celebrating volunteer accomplishments by writing periodic articles in our newsletter and content for the SDAS website and e-newsletter.
- Establish new connections with community groups and organizations, identify resources we can provide them, and engage them in new partnership opportunities.
- Work with partner organizations to develop joint volunteer opportunities to address the needs of underserved communities.
- Provide volunteer support for environmental activities and special events led by local Audubon chapters and other conservation groups representing diverse people and communities
- Work with other VISTA members to develop a standardized method for collecting attendee information at volunteer events and entering into our CRM database.
- Develop training materials, such as handbooks and presentations, for new volunteers.
- Create a volunteer application to match volunteer interests and skills to appropriate programs.
- This position reports to the Operations Manager

Desired Skills & Qualifications

- A cooperative and positive attitude
- Passion for helping people and the environment
- Motivated to learn and grow professionally
- Tech savvy
- At a minimum, familiarity with databases and comfort learning new computer skills
- Excellent punctuality and reliability
- Dependable in completing tasks
- Ability to work independently and as part of a team
- Ability to relate well to participants of all ages and backgrounds
- Comfortable talking to new people
- Good communication skills

Other Job Requirements

- We have a strong preference for candidates who live in San Diego County, are familiar with its neighborhoods, and understand the economic burden of living and working in San Diego.

To Apply

Send your resume and a brief cover letter or statement of interest to jobs@sandiegoaudubon.org. Please include "AmeriCorps VISTA" in the subject line. Applications will be accepted through June 10 until July 8 or until position is filled. San Diego Audubon is an equal opportunity employer.