

SHOAL CREEK CONSERVANCY

Programming and Volunteer Coordinator Work-Study Internship Description

The Shoal Creek Conservancy (www.shoalcreekconservancy.org) is a 501(c)(3) nonprofit organization established in 2013 with the mission of restoring, protecting and enhancing the ecological, social and cultural vibrancy of Shoal Creek for the people of Austin, Texas by engaging the public and partnering with the community. We seek to achieve this mission through activities that maintain and improve the Shoal Creek trail and greenway; enhance the public's enjoyment of the Creek; and restore the watershed. Shoal Creek is the city's oldest trail and extends for approximately six miles through the heart of Austin, Texas.

Description: Shoal Creek Conservancy seeks an extremely organized, enthusiastic leader that enjoys working with all types of people to help design and manage the Conservancy's public programs and volunteer activities. The ideal candidate must be passionate about urban trail and watershed work. The position is available to undergraduate or graduate as well as recent graduates.

Responsibilities:

- Design and execute at least one monthly public event or activity along Shoal Creek, such as yoga in the park, outdoor movies and guided tours in partnership with Executive Director
- Coordinate volunteer improvement work days along Shoal Creek on It's My Park Day in March, National Trails Day in June, and National Public Land Day in September and other work days
- Design and assist with the management of an adopt-a-garden program
- Investigate opportunities to expand SCC programs by partnering with other organizations, such as Tree Folks, etc. in partnership with ED
- Monitor and evaluate program performance and participation
- Recruit and manage volunteers for work days, including developing list of potential volunteer groups and individuals; attending events to recruit volunteers, scheduling volunteers for particular events; providing them with necessary documentation; conducting orientations
- Promote programs and events and register participants in coordination with the Communications and Marketing Intern
- Assist with planning major fundraising events in October and April

Qualifications:

- Ability to work with a diverse group of people; professional demeanor
- Experience and comfortable coordinating and leading a large groups of people
- Previous experience planning events and programs and/or managing volunteers
- Strong written and oral communication skills
- Enjoys working outdoors as well as in the office; experience with trail/restoration projects a plus
- Extreme attention to detail
- Self-motivated and able to manage multiple projects at one time
- Completed or working toward a degree in a related field such as Education, Non-Profit Management, Volunteer Management, Program Management
- Excellent computer skills, including experience with Microsoft Office products
- Enthusiasm for the Conservancy's mission

Start Date: Position open until filled, requires a minimum semester/summer commitment

Hours: At least 15 hours a week, preferably two to three times a week in the office

Stipend: \$1,000 per semester/summer

To Apply: Please send a cover letter and resume to info@shoalcreekconservancy.org. Thank you for your interest in the Conservancy.