

**Restoration Coordinator
Job Description
Friends of the Hylebos
August 2009**

Friends of the Hylebos Mission

To conserve the West Hylebos Wetlands and restore the Hylebos Creek Watershed

Position Description

Title: Restoration Coordinator
Job Status: Full-time (35-40 hours/week), Hourly, non-exempt
Work Location: Hylebos Creek Watershed (Federal Way area) Washington State
Compensation: Range: \$12.50 - \$15.00/hour. Commensurate with qualifications and experience. Health insurance benefits.
How to Apply: Send a resume and cover letter to
Friends of the Hylebos,
PO Box 24971, Federal Way, WA 98093
or by email to chinook@hylebos.org.

The Restoration Coordinator is responsible for implementing major elements of the Friends of the Hylebos' restoration program, including design and implementation of stream and wetland habitat restoration projects, site stewardship and project monitoring. The Coordinator also manages volunteer programs, conducting public awareness efforts, recruiting and training volunteers to participate in habitat restoration and stewardship activities, monitoring water quality and salmon returns. The Coordinator works under the direct supervision of the Restoration Specialist.

Essential Duties

Habitat Restoration (35%)

Design and implement stream, wetland and forest habitat restoration projects, in collaboration with Restoration Specialist, Executive Director and/or partners and consultants; lead restoration crews and volunteers on restoration projects, ensuring timely and satisfactory completion of project goals. Prepare and submit project and grants reports as needed.

Volunteer Program Management (35%)

Recruit and train volunteers for water quality, Salmon Watcher program and other monitoring activities and volunteer stewardship. Periodically re-assess and recommend changes to Stream Team program to ensure volunteers are gaining meaningful volunteer experiences while contributing substantively to Hylebos conservation.

Public Awareness and Outreach (20%)

Prepare educational materials and public presentations on the Friends' activities to general public, constituents, volunteers and others. Represent the Friends of the Hylebos in appropriate forums as directed.

Monitoring and Site Maintenance (10%)

Design and implement monitoring and site maintenance goals and activities along with consultants, volunteers and restoration crews. Organize, assess and report data from various staff, consultant and volunteer monitoring efforts.

Minimum and Preferred Qualifications

- ◆ Minimum of a BA/BS degree in environmental science with 1 or more years of field experience in restoration activities or AS degree in horticulture, forestry, biology or related field and 2 years practical experience in environmental restoration.
- ◆ Working knowledge of watershed issues, watershed management, stream and wetland restoration, and the ability to articulate these issues to the public.
- ◆ Demonstrated abilities in a majority of the following areas:
 - ◆ Facilitating, nurturing community partnerships.
 - ◆ Recruiting, training and involving volunteers.
 - ◆ Project management.
 - ◆ Habitat restoration project management.
 - ◆ Coordinating and managing work crews and volunteers.
 - ◆ Developing and implementing a strategic management plan for a volunteer organization.
 - ◆ Demonstrated ability to develop successful project plans and funding proposals.
 - ◆ Creating effective, collaborative relationships between groups and individuals representing potentially conflicting values and priorities.
- ◆ Excellent presentation, oral and interpersonal communication skills.
- ◆ Demonstrated ability to work effectively with volunteer groups and agencies.
- ◆ Ability to work independently, establish work priorities, and manage time effectively.
- ◆ Proficient in the use of common office productivity software, such as MS Word, Excel, Outlook, and Internet software such as Mozilla Firefox.
- ◆ Office management skills; create and maintain filing systems, resource library, photo logs, and general office functions organized.
- ◆ Valid driver's license.
- ◆ Reliable personal transportation and auto insurance.

Working Conditions

This position requires working independently and as a team player to design and implement restoration projects and coordinate a variety of volunteer activities. The Restoration Coordinator's work involves both office and outdoor work. Office work involves data reporting and analysis, plan formulation, report writing, educational

writing, and both day and evening meetings. Outdoor work requires regular and recurring physical exertion that includes walking, hiking, wading in water and climbing and lifting heavy objects. Work outside will be done in all types of weather and sometimes on steep or rough terrain. Field visits will be made to project locations to gather data and make assessments of needs. Occasional overnight travel may be required to represent the Friends and its interests at various seminars and conferences. The Restoration Coordinator must own a vehicle and maintain insurance for vehicle; mileage will be reimbursed.

About Friends of the Hylebos: The Friends of the Hylebos is a community-based non-profit organization founded in 1983 and based in Federal Way, Washington and the surrounding Hylebos Creek Watershed.

The Friends' mission is to preserve, protect, and enhance the West Hylebos Wetlands and the larger Hylebos Creek Watershed.

The Friends works as an advocate and a catalyst among citizens, community groups, Tribes, and government agencies to restore the Hylebos Creek Watershed. Friends' activities include the Hylebos Creek Conservation Initiative to preserve and restore 740 acres of Hylebos Creek, development and implementation of specific restoration projects, forest health management, stewardship of the West Hylebos Wetlands Park, and public education programs and volunteer involvement.

It is the policy of FRIENDS OF THE HYLEBOS that equal opportunity be provided for all employees and applicants for employment without regard to non-job related personal characteristics including sex, race, color, religion, age, marital status, disability, sexual orientation or national origin.