



MICHIGAN UNITED *Since 1937* CONSERVATION CLUBS

Uniting Citizens to Conserve, Protect and Enhance Michigan's Natural Resources and Outdoor Heritage

PO Box 30235 Lansing, MI 48909 | 800.777.6720 P | www.mucc.org

Open Position: Habitat Volunteer Coordinator

MUCC's Mission: Founded in 1937, Michigan United Conservation Clubs is the largest statewide conservation organization in Michigan. Its mission is to unite citizens to conserve, protect and enhance Michigan's natural resources and outdoor heritage

MUCC Organizational Values

- Fosters a conservation stewardship ethic in the public
- Protects the rights of the public to hunt, fish, trap and recreate outdoors
- Encourages the public to connect to our resources through active recreation
- Advocates for sustainable conservation practices and resource stewardship through sound scientific management.

Habitat Volunteer Coordinator purpose:

To create, implement, and maintain a volunteer habitat program to effectively connect MUCC members and partners to the mission and core values of MUCC.

Habitat Volunteer Coordinator Role and Responsibilities:

Responsibilities include but aren't limited to outreach, volunteer coordinating, event preparation and facilitation, evaluation and grant reporting for the On The Ground and On The Ground Jr. programs

On The Ground and On The Ground Jr.:

The Habitat Volunteer Coordinator will assist with the promotion and coordination for volunteer habitat events throughout Michigan, including:

- Promoting and carrying out existing planned events for the 2019 fiscal year
- Supervise current AmeriCorps member serving with MUCC
- Coordinating with DNR staff in planning future events
- Work with the Education Director to implement On The Ground Jr. events throughout the year
- Promoting the program to the public, including writing blogs, placement of advertising, and social media outreach
- Identify funding sources where applicable and assist with grant writing and reporting requirements
- Maintain accurate recordkeeping and retain all paperwork from financial transactions
- Facilitate and/or perform maintenance of equipment as needed
- All other duties as assigned

MUCC Education and Outreach

The Habitat Volunteer Coordinator will also work with the Education Director on other outreach and education duties as required, which may include:

- Invasive species education and outreach, including blogs and coordination of paid media campaign on terrestrial invasives
- Represent and attend yearly sportshows throughout the state of Michigan
- Visit K-12 schools to provide presentations and hands on learning opportunities for students
- Visit college classes and clubs to raise awareness of MUCC and conservation in Michigan

Minimum Education and Required Licenses:

- Bachelor's degree in Natural Resources, Recreation, Event Planning, or related fields
- Chainsaw safety training and/or 2 years of experience

Minimum Skills Required:

- Ability to build and retain diverse partnerships and manage multiple priorities
- Strong communication, especially writing and public speaking
- Highly organized with strong attention to detail
- Ability to work independently with follow-through
- Licensed to drive in the State of Michigan and the ability to drive a pickup truck and trailer
- Must be first aid/CPR certified or willing to become certified
- Must have or be willing to obtain a Michigan Pesticide Applicator license within 6 months of employment

Minimum Physical Expectations:

- Physical activity that often requires extensive time working on a computer.
- Physical activity that often requires travel – car, train, and/or air.
- Physical activity that often requires lifting under 50 lbs
- Physical activity that often requires bending, stooping, reaching, climbing, kneeling, twisting and/or traversing uneven terrain.
- Regularly works in all outdoor weather conditions.
- Able to operate chainsaws and other power and hand tools

Work Schedule and Compensation:

Full time, must be able to work weekends, and occasional evening and overnight travel is required. \$30,000-\$40,000 depending on experience. Full benefits including, medical, dental, vision, and 403b. This position is funded until September 30, 2020, and will be renewed based on successful funding applications.

To apply:

Please send a resume, cover letter, and three references to Shaun McKeon, Education Director, at smckeon@mucc.org. Position will be open until filled.