



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

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 improvement program to effectively connect MUCC members and partners to the mission and core values of MUCC. This position is a limited-term position. The applicant should expect to work until September 30, 2022. Possibility of extension/renewal based on future funding.

Habitat Volunteer Coordinator Role and Responsibilities:

Responsibilities include but aren't limited to outreach, habitat work, volunteer coordination, event preparation and facilitation, evaluation and grant reporting for the On The Ground program.

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 volunteer events for the 2022 fiscal year (typical events include: tree plantings, small game brush pile building, wood duck box projects and invasive species removals).
- Supervise current AmeriCorps member serving with MUCC
- Coordinating with DNR staff and other partners in planning future events
- Work with the Education Director to plan and implement habitat 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 field 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 educational outreach days
- Represent and attend yearly sport shows throughout the state of Michigan
- Attend youth outdoor events throughout the state 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.
- Must have or be willing to obtain a Michigan Pesticide Applicator license within 6 months of employment
- First aid/CPR/AED certified or willing to become certified.
- Drivers license and reliable vehicle with insurance.

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
- Familiarity with native flora and fauna of Michigan
- Familiarity with terrestrial and aquatic invasive species in Michigan
- Knowledge of hunting, fishing and conservation

Minimum Physical Expectations:

- Physical activity that often requires extensive time working on a computer.
- Physical activity that often requires travel throughout the state of Michigan by car.
- Physical activity that often requires lifting 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. \$37,000-\$40,000 depending on experience. Full benefits including, medical, dental, vision and 403b.

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To apply:

Please send a resume, cover letter, and three references to Shaun McKeon, Education Director, at smckeon@mucc.org. This posting will close on Friday, January 5th or when filled.

MUCC is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.