



Habitat Restoration Position Available: Stewardship Coordinator Friends of Mt. Tabor Park (FMTP) Weed Warriors

The award-winning FMTP Weed Warriors were founded in 2002 and through volunteer service are dedicated to habitat restoration in the natural areas of Mt. Tabor Park. The Weed Warrior Stewardship Coordinator is responsible for the on-the ground planning and supervision of Weed Warrior crew leaders and other volunteers primarily at last Saturday of the month service projects from March-October. The Stewardship Coordinator works collaboratively with the FMTP Weed Warrior Coordinator and staff with Portland Parks and Recreation and the Bureau of Environmental Services.

Duties

- Leadership
 - Provide leadership for and hands-on supervision of a series of scheduled volunteer service projects in the park
 - Coordinate short education/orientation sessions during each service project aimed at increasing volunteer knowledge of the invasive species challenge in the park, the aims of the projects, and how to work effectively and safely
 - Help plan and participate in training sessions for returning and new crew leaders, drawing on the talents of the continuing crew leaders
- Planning
 - Plan and coordinate monthly volunteer service project in consultation with the WW Coordinator and Portland Parks & Recreation, making adjustments as needed due to weather and bird activity
 - Maintain on-going communication with Hands On Greater Portland, SOLVE, Warner Pacific College, and other partners re: volunteering opportunities
- Record Keeping/Reporting
 - After each service project prepare a written summary of the event
 - Write articles for local publications as interested
 - Update reports and postings on WW Facebook
 - Advise WW Coordinator of specific needs of crew leaders and other volunteers
 - Share documents through Google drive
 - Arrange for photos to be taken at each event

Qualifications

- Basic knowledge of or willingness to learn about native and invasive trees, plants, shrubs
- Experience with manually removing invasive vegetation
- Evidence of ability to work effectively with diverse groups of people
- Ability to motivate volunteers under oftentimes challenging working conditions
- Available to supervise service projects held the last Saturday of the month in the morning, March-Oct.
- Ability to speak in front of groups of volunteers
- Evidence of good organizational and communication skills
- Proficiency with WORD & Excel (or their equivalent) and Facebook/social media and have access to a computer
- Physically be able to work alongside volunteers removing invasive vegetation and planting natives
- Reliable means of transportation to the park

page two/Stewardship Coordinator position

- Teaching or training experience is desirable
- Willingness to attend one ½ day SOLVE Project Leader training
- Willingness to attend First Aid/CPR course provided by PP&R

The position is funded for 5 hrs. a week for 11 months at \$20 per hour, January-November. The position will begin January 1, 2016 and extend through June 30, 2017 and longer if funding is secured. The position is funded by the Friends of Mt. Tabor Park, the Bureau of Environmental Services, and Portland Parks and Recreation.

*Applications must be received no later than **5pm August 24th** and include 1) a cover letter regarding your interest in the position and qualifications, 2) a resume, to include education and employment history and other relevant experiences, and 3) the names/positions/addresses/e-mail/phone numbers of 3 references. Send applications electronically to m.kinnick@comcast.net. For further information and questions contact Mary Kinnick, FMTP Weed Warrior Coordinator, at 503-287-6959*