

VOLUNTEER COORDINATOR

KAHO'OLAWE ISLAND RESERVE COMMISSION

POSITION DESCRIPTION: Volunteer Coordinator

I. IDENTIFYING INFORMATION

Position Number: 117434

Current Class Title: Temporary Exempt – Volunteer Coordinator

Department of: Land and Natural Resources

Division: Kaho'olawe Island Reserve Commission

Geographic Location: Maui, Hawai'i

II. INTRODUCTION

The Kaho'olawe Island Reserve Commission (KIRC) was established within the Department of Land and Natural Resources for administrative purpose by Chapter 6K, Hawaii Revised Statutes (HRS).

The KIRC is responsible for the management of the Kaho'olawe Island Reserve (Reserve), which includes the island of Kaho'olawe and the marine waters two miles seaward of the shore. The Reserve is to be used solely and exclusively for the preservation and practice of all rights customarily and traditionally exercised by native Hawaiians for cultural, spiritual, and subsistence purposes, preservation of and protection of its archaeological, historical and environmental resources, rehabilitation, re-vegetation, habitat restoration, and preservation; and education. The KIRC's mission is to establish the critical policies and controls for the management and use of the Reserve. The KIRC also approves all contracts for services and rules, provides advice to the State, and carries out the powers and duties to manage the Reserve in accordance with 6K-5, HRS.

The position will be based on KIRC Maui office. The position is a limited term appointment not to exceed June 30, 2005 with the possibility of extension depending on project needs and funding availability.

III. MAJOR DUTIES AND RESPONSIBILITIES

95%

1. Works with the Executive Director to plan and conduct volunteer programs in order to disseminate informational, educational, and promotional materials concerning the activities of the KIRC. [1][2]
2. Working with the Executive Director, prepares volunteer profiles, photographs, fact sheets, etc. of volunteers, community groups, stakeholders, and other organizations. [1][2]

VOLUNTEER COORDINATOR

3. Assists the Executive Director and the Commission in assessing community group and stakeholder interest in KIRC programs and projects and develops strategies to promote community group and stakeholder involvement. [1][2]
4. Makes educational presentations to community groups and stakeholders regarding KIRC programs and projects and/or provides support in obtaining professional personnel to do so. [1][2]
5. Formulates procedures, policies, and guidelines for volunteer tasks, makes recommendations in areas of expertise and develops program goals and plans for implementing a volunteer program. [1][2]
6. Acts as a liaison with other agencies, organizations, and employees to coordinate volunteer activities. [1][2]
7. Plans and coordinates the training of staff in volunteer activities. [1][2]
8. Will be responsible for producing, maintaining records, and prepares reports and correspondence related to the work. [1][2]
9. May perform related essential functions appropriate to the class and other non-essential functions as required. [1][2]
10. Performs other duties as assigned 5%

EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS:

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the function; the consequence of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] There are limited employees among whom the performance of this function can be distributed.
- [3] This function is highly specialized. Employees are hired for the skill/ability to perform this.

IV. CONTROLS EXERCISED OVER THE WORK

A. Nature of Supervisory Control Exercised Over the Work:

The position is supervised by the Resources Manager. For restoration

VOLUNTEER COORDINATOR

field activities, operations, infrastructure coordination, and volunteer supervision, safety general instructions are given for routine assignments. Direct supervision or detailed instructions are given for new assignments. The position seeks the Resource Manager's guidance for problems not encountered in the past. The Resource Manager reviews completed work for technical adequacy, completeness and thoroughness.

V. RECOMMENDED QUALIFICATIONS

A. Knowledge, Skills, and Abilities Required to Perform the Major Duties and Responsibilities:

Knowledge of:

Methods of planning, developing, and administering volunteer programs; of state and federal laws and legislative processes related to the work; knowledge of reporting methods and techniques; of the history and culture of the Reserve and Hawaiian history, language, and cultural traditions.

Skills:

Strong oral, interpersonal and written communication skills and analytical thinking. Comfortable in team building and able to resolve issues as they arise with volunteer group's dynamics. Skilled in using programs such as MS Office and Powepoint. Excellent writing skills.

Ability to:

Plan, direct, and coordinate volunteer programs and administrative activities of a complex, interrelated, and interdependent nature where unknowns and numerous contingency factors are involved; formulate policies and procedures relevant to program areas based on information of a conceptual nature from varied and complex sources; plan, coordinate, and expedite work projects; interpret complex rules and regulations; communicate with others verbally and in writing.

B. Physical Requirements:

Good physical health, endurance and ability to swim are required. Must be capable of backpacking 5 miles or hiking 10 miles, willing to camp, work irregular hours under difficult conditions. Must be able to work alone and independently. Must have good hearing and eyesight necessary for fieldwork.

C. Education / Experience Required to Perform the Major Duties and Responsibilities:

Required Education:

VOLUNTEER COORDINATOR

An undergraduate degree in Communication; Anthropology, Hawaiian Studies, Education, Political Science, or closely related field.

Required Experience:

At least five years of experience in communication work including writing, teaching, interpretation, curriculum development or other demonstrable professional activity, including at least 2 years supervisory experience.

Allowable Substitutions:

Consideration will be given for professional experience on a year for year basis of progressively responsible experience in the management of cultural educational programs in substitution for the bachelor's degree.

License Requirements:

Possession of a valid Hawaii Driver's License.