



JOB DESCRIPTION

Job Title:	Volunteer Specialist
Team(s):	Field Programs
Reports To:	Volunteer Coordinator
FLSA Status:	Non-Exempt
Pay Grade:	Team/Seasonal 1
Location:	Issaquah Field Base/Hybrid
Season:	March 10, 2025 – November 21, 2025

Job Summary

The Volunteer Specialist plays an important role engaging the people who live, work, and play in the Greenway landscape in stewardship activities to deepen connections with the natural world and improve habitat for salmon and other wildlife. They support the implementation and administration of ecological restoration volunteer events at parks across Greenway landscape with groups of 20 to 100 volunteers. The volunteer specialist facilitates both mid-week and Saturday events for school groups, corporate teams, community service organizations, affinity groups and the general public. Depending on the season, they lead a mix of tree planting, tree potting and invasive weed removal events. This position also supports the education, restoration, and recreation programs.

Essential Job Functions

Lead Volunteer Events (60%)

- Lead volunteer events with up to 100 participants from the community, school groups, and corporate groups at sites around the Greenway landscape.
- Educate participants about ecology, salmon recovery, native plants, and ecological health.
- Cultivate an inclusive environment by maintaining respectful, supportive, and compassionate relationships with coworkers, volunteers, and partner staff.
- Teach volunteers to safely and effectively use tools such as shovels, loppers, and metal rakes.
- Prepare for events by conducting site visits, meeting with staff from partner groups, and completing tool maintenance.
- Load supplies (i.e., tools, gloves, event A-frame sign) into a truck, transport to the event site, and set up before the event begins.

Data Entry and Synthesis (20%)

- Track key volunteer data in an online database, including number of volunteers, square feet of weeds removed, number of trees planted, etc.
- Assist with program documentation, including completing event reports in Salesforce and taking and uploading event photos.

Cross-Program Support (15%)

- Education events: support education field trips and stewardship events with groups of 4th to 12th grade students.
- Restoration activities: assist the restoration team with planting trees and shrubs or removing introduced plant species.
- Trail events: support the recreation team with trail building and volunteer supervision at trail volunteer events.
- Support communication projects, which may include contributing to quarterly e-newsletter, writing a blog, or posting on social media.

Other (5%)

- Perform other duties as situations require or as assigned by supervisor.

Knowledge, Skills and Abilities

Education: A degree in the natural sciences or related field is beneficial but not required. Relevant experience is far more important.

Experience: At least one year of demonstrated experience with a combination of the following skills:

- Event leadership: Facilitating activities for large groups in outdoor settings.
- Ecological restoration: Plant identification, installing native plants, and removing introduced weed species.

Licenses or Certifications: Current wilderness first aid and CPR training is preferred, however the Greenway Trust will provide this certification/recertification within the first three months of hire. A current driver's license and insurable driving record are required. Must pass WA State Patrol criminal records check and a background check in any previous state of residency.

Technical Skills:

- Proficiency with Microsoft Office products (Outlook, SharePoint, Planner, Word, PowerPoint, etc.); Google Drive; and/or Salesforce desired.
- Knowledge of Pacific Northwest ecology, especially of salmon, and forest ecosystems.
- Clear and compelling written and verbal communication.

Personal Characteristics:

- Enthusiastic about the Greenway Trust [mission](#) and exemplar of Greenway Trust [values](#).
- Enjoys public-facing interactions and is committed to creating inclusive experiences for diverse audiences.
- Well-organized individual who is focused on achieving goals and making an impact.
- Self-directed and motivated individual who is an independent thinker and team player oriented towards collaboration and enjoys working with a team.
- Ready to work outdoors in variable weather and with tools for habitat restoration.

Work Location

This position is based out of the Greenway Trust's field office in Issaquah. The position is hybrid, with approximately 70% of the time spent in the field. Office work takes place at the Greenway Trust's Issaquah Field Office (1980 NW Sammamish Rd, Issaquah, WA 98027), the employee's home, and other meeting locations.

Physical Requirements

Office work involves sitting or standing for long periods while working on a computer and participating in meetings. Fieldwork includes site visits and event leadership, with physical requirements such as working in all types of weather; walking up to two miles across uneven terrain; transporting event supplies (e.g., shovels, potted plants, A-frame signs); and visual and auditory ability to identify and respond to environmental hazards.

This job description is intended to describe the general nature of this job and may not include all responsibilities that might be required of the person holding this position. This job description is subject to change at any time at the sole discretion of the Mountains to Sound Greenway Trust and does not establish a contract for employment

Prepared by: Swan Phongwarinr, Volunteer Coordinator

Date: 12/2/2024

Revised by: Tor Bell, Operations Director

Date: 12/10/2024