



Volunteer and Programs Intern Job Description

The Shoal Creek Conservancy (www.shoalcreekconservancy.org) is a 501(c)(3) nonprofit organization established in 2013. Our mission is to restore, protect, and enhance the ecological, social and cultural vibrancy of Shoal Creek for the people of Austin, Texas by engaging the public and partnering with the community. We seek to achieve this mission through programming that helps to maintain and improve the Shoal Creek trail and greenway; enhance the public's enjoyment of the Creek; and restore the watershed.

Shoal Creek extends north-south for approximately 11 miles through from the Domain to Lady Bird Lake; the Shoal Creek watershed covers 13 square miles. The trail along Shoal Creek is the city's oldest trail and extends for approximately four miles through downtown and central Austin.

Description: Shoal Creek Conservancy seeks an extremely organized, enthusiastic leader that enjoys working with all types of people to help design and manage the Conservancy's public programs and volunteer activities. The ideal candidate must be passionate about urban trail and watershed work. The position is available to undergraduate or graduate as well as recent graduates.

Responsibilities:

- Assist with the design and execution at least one monthly public event or activity along Shoal Creek, such as public meetings or guided tours in partnership with Executive Director
- Assist with coordination of volunteer work days along Shoal Creek approximately once per month
- Investigate opportunities to expand SCC programs by partnering with other organizations
- Monitor and evaluate program performance and participation
- Recruit and help manage volunteers for work days, including developing list of potential volunteer groups and individuals; attending events to recruit volunteers, scheduling volunteers for particular events; providing them with necessary documentation; conducting orientations
- Assist with promotion of programs and events and register participants
- Assist with planning major fundraising events

Qualifications:

- Ability to work with a diverse group of people; professional demeanor
- Comfortable coordinating and leading a large groups of people
- Previous experience planning events and programs and/or managing volunteers
- Strong written and oral communication skills
- Enjoys working outdoors as well as in the office; experience with trail/restoration projects a plus
- Extreme attention to detail
- Self-motivated and able to manage multiple projects at one time
- Excellent computer skills, including experience with Microsoft Office products
- Enthusiasm for the Conservancy's mission

Start Date: Position open until filled. Requires a minimum semester/summer commitment

Hours: Recommended at least 15 hours a week, preferably two to three times a week in the office

Stipend: \$500 per semester/summer

To Apply: Please send a cover letter and resume to info@shoalcreekconservancy.org. Thank you for your interest in the Conservancy.