

# Camano Coordinator – Scope of Work Responsibilities

as of 9-15-2023

## Coordinate Stewards (ie trained volunteers, ie members)

- Engage Stewards in education, research, stewardship and leadership roles. Ensure all projects, activities, events and committees can complete their work through the involvement of Stewards
  - Recruit and match Stewards to SWS projects, committees, activities
- Train Stewards to use SWS Members-Only website to find volunteer opportunities, calendar of events, member news and member directory, project protocols and forms
- Train Stewards to use VolunteerMatters for Hours Tracking, Signing Up for Projects, etc
- Provide opportunities to purchase swag (when available)
- Run background checks for new Stewards and thereafter every 3 years for all active Stewards

## Committee Staffing & Regular Meetings (4 primary committees)

- **Camano Steering Committee** - coordinate meeting dates/times/notices/agendas/hospitality
  - Ensure monthly member meeting has Steward facilitator and agenda
  - Arrange for Camano-hosted speakers, conduct zoom pre-presentation tech check
  - Zoom host as needed (every-other-month in the past)
- **Camano Events Team** – design and implement in-person and online community education and fundraising events, including grant-funded special events
- **Stewardship Committee** monthly meeting, committee support, project promotion
- **Volunteer Education & Training Committee (VETC)**
  - Manage recruitment and orientation process (online publicity/posters, online application form, virtual town hall, webpage with candidate bios and pictures, two-way Q&A matching applicants with current Stewards for zoom conversation, background checks, fee collection, add names records to member lists including website, VolunteerMatters, Mailchimp, etc)
  - Create or update curriculum webpages to publish 15 week schedule, 30+ course and speaker descriptions, field trip descriptions and signups, trainee feedback forms. Design and write weekly email to trainees.
  - Help plan training schedule, attend weekly “play by play” pre-class meetings
    - Host Zoom classes and train/arrange Stewards to do so
    - Upload class recordings to Vimeo and post on curriculum page
    - Host in-person orientation first-day to include technology training
  - Recruit and coordinate Stewards to support field trips in Camano area
  - Help graduates find involvement with projects or committees
- Reserve meeting rooms or event sites for Camano area

## Engagement with Community

- Maintain positive working relationships with partner organizations including funders and donors
  - Write grant reports and thank you letters
  - Facilitate development of new partnerships, projects, events or activities for Camano and/or Stewardship Committee
- Participation in the annual SCG!VE #Giving Tuesday (Stanwood Camano) campaign in November and implement the funded project
- Serve as entry point for the public, contact person for the Island, spokesperson for Camano SWS, and respond to inquiries and new opportunities, represent SWS at the community events
- Recruit new members
- Publicize all Camano SWS events, and activities including monthly meetings, through local media
- Distribute *Getting to the Waters Edge* books to vendors

### **Internal and External Communication**

- Oversee two e-newsletters: write articles, select photos, design e-mailings using MailChimp
  - monthly *Sound Waves* volunteer opportunities newsletter to over 400 Stewards
  - twice-yearly *Beach Log* to 2000+ community members
  - maintain and manage e-mail lists in Mailchimp
- Maintain and add web content, calendar items - see more under Technology
- Regular and frequent meetings with Whidbey Coordinator
- Written monthly report to Board - due before monthly Executive Committee meeting
- Oversee annual reporting process for all leads of committees, projects and activities

### **Technology**

- Learn to master Word Press for our custom-designed public and members-only website:
  - Add events, news posts and pages with appropriate pictures
  - Ensure Volunteer Opportunities for members are easily accessible
  - Manage all content for Training Curriculum (speakers, class descriptions etc) for VET (Volunteer Education and Training Program)
  - Participate in planning for future re-designs of content or navigation
- Learn and train members to use VolunteerMatters database
- Zoom scheduling and hosting of Meetings and Webinars
- G-Suite (shared drive, docs, sheets, forms, calendar, Gmail)
- Microsoft Office 365 on laptop and phone (Word, Excel, PowerPoint, optional Outlook, publisher)
- Use laptop/projector/sound system for in-person speaker presentation, speakers/camera for hybrid meetings – both in combination with Zoom
- Use other software as needed: SignUpGenius, Doodle Poll, OneNote, Little Green Light, etc

### **Admin**

- Accept donations, books sales income, event income and make bank deposits, Track book sales
- Purchase supplies, equipment, printing, advertising etc using SWS debit card; document purchases on monthly expense report
- Maintain inventory for higher priced equipment (over \$300)
- Renew/update annual operating agreement with Camano State Parks regional manager
  - Prepare and submit monthly reports of Stewards' volunteer hours at State Parks
  - Keep "bat cave" storage area at Cama Beach clean, tidy and organized
- Collect release forms from Stewards for events at County Parks and turn in to County official
- Submit Timesheet and Reimbursement Forms monthly to President & Treasurer
- Annual budget – identify income and expenses paying attention to needs of Camano, Stewardship Committee, grant requirements, and expense requests itemized in Leads Annual Report forms

### **In the absence of an Executive Director**

- As requested, participate in monthly Board meetings, Executive Committee, Fund Development Committee
- Fundraise – in collaboration with committees, take on grant-writing, sponsorships, donor recruitment and retention, membership renewal, major donors, events (including support for Sound Waters University in early February annually)