The BOP Volunteer Coordinator is an enthusiastic and outgoing individual who will lead in-person volunteer events this summer on Governors Island. This position is Billion Oyster Project’s point person for weekend volunteer opportunities and public-facing workshops/activities at our Public Exhibit Space on Governors Island.

What you’ll do:
The Billion Oyster Project’s Volunteer Coordinator engages varied volunteer groups in socially distant activities. The Volunteer Coordinator supports the volunteer-oriented restoration and education programming needs of Billion Oyster Project. Enthusiasm for the work of educating and engaging children, adults, and volunteers about the restoration of their natural environment is an expectation for the position. Candidates should be comfortable working socially distant outdoors for extended periods with a positive attitude. The work schedule is Wednesday - Friday, April 7, 2021 - April 23, 2021, Wednesday - Sunday, April 28, 2021 - October 30, 2021

This Volunteer Coordinator reports directly to the Volunteer Manager.

Core responsibilities:

Volunteer Program
● Lead in-person, socially distant volunteer activities that educate the public about Billion Oyster Project and support our restoration work and programming needs 3-4 times a week.
● Coordinate daily logistics and communications of volunteer events.
● Support volunteer activities including but not limited to building oyster structures, preparing recycled shells for seeding, sorting and counting oysters, and preparing materials before volunteer days.
● Assist the Fabrication Technician to complete activities listed above
● Work with Volunteer Manager in creating volunteer activities that are widely accessible to volunteers of different ages and abilities
● Cultivate volunteer relationships and a sense of community
● Input volunteer data and tracking metrics
● Oversee the Volunteer@email account

BOP Public Exhibit
Due to Covid-19, public engagement responsibilities are subject to change
● Lead socially distant weekend workshops and general public events/activities.
● Act as BOP’s point person on the weekends on Governors Island
● Provide media relations support to the communications team, be a part of the photo team, and add images to our archives
● Support team with data entry, field/office logistics, and other administrative duties.
● Responsible for tracking visitorship and participation
● Must work weekends from April 28, 2021 - October 30, 2021
You must have:

- Ability to lead in-person socially distant activities and follow NYS and BOP COVID-19 protocol and guidelines with a positive attitude
- Ability to work Wed - Fri, April 7, 2021 - April 23, 2021, Wed - Sun, April 28, 2021 - October 30, 2021
- 1-2 years of educating or providing informal instruction to students or adults
- Ability to engage volunteers and the public in a professional manner
- Excellent verbal communication, public speaking, and time management skills.
- Strong time management skills
- Ability to handle multiple tasks in a fast-paced environment with frequent interruptions
- Ability to make decisions that improve day-to-day procedures, practices, and efficiency
- Excellent organizational skill set including oral communication, time management, and ability to prioritize
- Proactive; able to work independently, and knows when to escalate an issue
- Ability to work collaboratively
- Some duties may require moving equipment weighing up to 50 pounds
- Ability to be outdoors for extended periods

You'll be a good fit if you:

- Enjoy working outside
- Can manage multiple tasks
- Have more than a passing interest in environmental education

Compensation:

$20 per hour. The Volunteer Coordinator is a seasonal, 21-35 hr a week position for 28 weeks, April 2021 - October 2021:

- April 7, 2021 - April 23, 2021: Wed - Fri, 21 hrs per week
- April 28, 2021 - October 30, 2021: Wed - Sun, 35 hrs per week

Who we are and the work we do

About

The Billion Oyster Project is a 501(c)(3) nonprofit organization whose mission is to restore oyster reefs to New York Harbor through public education initiatives. The Billion Oyster Project is fueled by the passion and commitment of the team. Enthusiasm for the work of environmental restoration, public education, and environmental justice is an expectation for the position. Candidates should be comfortable working on a team with various stakeholders and delivering on complex, multi-step projects.

Our Vision

A future in which New York Harbor is the center of a rich, diverse, and abundant estuary. The communities that surround this complex ecosystem have helped construct it, and in return, benefit from it, with endless opportunities for work, education, and recreation. The harbor is a world-class public space, well used and well cared for—our Commons.

Our Ethos

Restoration through Education

We believe that restoration without education is fleeting. To ensure the long-term health and productivity of our natural environment, we must teach young people to care for, monitor and restore their Harbor.
Education through Restoration

We believe that students learn best when applying their studies to a large-scale ecosystem restoration project that challenges them to become active participants and takes them out of the classroom, down to the water's edge to experience the ecosystem first-hand.

Our Flagship School

The Urban Assembly New York Harbor School’s mission is to provide a college-preparatory education built upon New York City’s maritime experience that instills in students the ethics of environmental stewardship and the skills associated with careers on the water.

Equal Employment Opportunity

Our goal is to be a diverse workforce that is representative, at all job levels, of the communities we serve. We are committed to providing an environment of mutual respect where equal employment opportunities are available to all applicants and teammates without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. We believe that diversity and inclusion among our teammates are critical to our success as an organization, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

Fingerprinting

Any person working in the NYC DOE buildings, working with NYC DOE students or who has access to NYC DOE confidential information is required by New York State law to undergo a security clearance, including fingerprints, prior to commencing services. All prospective employees must have a security clearance before starting work. No one can be fingerprinted by the NYC DOE or undergo the security clearance unless they have been added to the organization or agency’s Personnel Eligibility Tracking System roster.