

Job Title: Outreach Coordinator

Location: Hoffer Creek Wildlife Preserve, Portsmouth, VA

Job Type: Part-Time, Year-Round

Salary: \$18 to \$20 per hour, depending on experience

Average Hours: 30 hours per week



About Hoffer Creek Wildlife Foundation:

Hoffer Creek Wildlife Foundation is dedicated to preserving and protecting the 142-acre Hoffer Creek Wildlife Preserve in Portsmouth. Our mission is to connect the community with nature through education, research, recreation, and conservation efforts. We offer a range of outdoor programs and activities that promote environmental stewardship and public engagement.

Position Overview:

We are seeking an organized, enthusiastic, and self-motivated individual to join our team as Outreach Coordinator. This is a dynamic role where you will support the Director in coordinating and facilitating various community programs and projects at Hoffer Creek Wildlife Preserve. You will interact with visitors, supervise volunteers, and ensure the smooth operation of our seasonal and educational initiatives.

Key Responsibilities:

- **Visitor Engagement:** Greet visitors and provide information about the preserve, its wildlife, and available programs.
- **Kayak Program:** Assist with the seasonal kayak program, including scheduling and staffing tours and assisting with rentals.
- **Educational Tours:** Coordinate and lead educational tours of the preserve, ensuring engaging and informative experiences for all participants.
- **Administrative Tasks:** Market events and the preserve through social media, HCWF's website, signage throughout the preserve, and various outside listings.
- **Water Quality Monitoring Program:** Coordinate and supervise HCWF's monthly water monitoring program. Upload data to appropriate web portals.
- **Caterpillars in Classrooms:** Coordinate this annual collaboration with the Butterfly Society of Virginia and Portsmouth Public Schools to provide caterpillars to all 2nd-grade classrooms in the city.
- **Exhibits:** Create exhibits for display at the preserve and local venues.
- **Volunteer Supervision:** Supervise and coordinate volunteer efforts.

Qualifications:

- Friendly, professional demeanor with excellent customer service skills.

- Self-motivated and responsible
- Comfortable working outdoors in a variety of weather conditions.
- Strong organizational skills and the ability to manage multiple tasks simultaneously.
- Ability to lift and carry up to 50 pounds.
- Willingness to learn and take on new challenges.
- Previous experience in recreation, education, environmental science, or related fields preferred.
- CPR and First Aid certifications are a plus.

Schedule & Compensation:

This part-time, year-round position offers an average of 30 hours per week, with required weekend hours (9:30 a.m. to 4:30 p.m. on Saturdays and Sundays) and flexible weekday hours. The hourly wage is between \$18 and \$20, depending on experience.

How to Apply:

Interested applicants should complete the online application or send a resume and cover letter to Ashley Morgan at ashley.morgan@hofflercreek.org. Please include details about your relevant experience and why you are interested in working at Hoffler Creek Wildlife Preserve.