

**CITY OF CANNON BEACH
POSITION ANNOUNCEMENT**

**VOLUNTEER COORDINATOR AND EDUCATION INTERN
HAYSTACK ROCK AWARENESS PROGRAM (HRAP)**

The City of Cannon Beach is seeking qualified applicants for the position of Volunteer Coordinator and Education Intern for the Haystack Rock Awareness Program (HRAP). The position, under the direction of the HRAP Coordinator, is temporary, part-time (c. 25 hours per week, not to exceed 1,000 hours total), from February 1 – October 31, 2012. Work schedule is centered around low tide, therefore work hours vary. Applicants must be willing to work early mornings, days, evenings, weekends and holidays.

Description: The Haystack Rock Awareness Program (HRAP) is a stewardship and environmental educational program whose mission is to protect, through education, the intertidal and seabird ecology of the Marine Garden and Oregon Islands National Wildlife Refuge at Haystack Rock. In 2011, HRAP's 14 seasonal staff-members and 120 community volunteers spoke with over 60,000 visitors at Haystack Rock.

Duties: The Volunteer Coordinator and Education Intern supports HRAP's mission by: serving as a Rocky Shore Interpreter on the beach at Haystack Rock (25%); recruiting, training and scheduling volunteers for beach programs and educational events (30%); scheduling and preparing visiting groups for their field trips to Haystack Rock (25%); and assisting HRAP Coordinator with program events, maintenance and design (20%).

Requirements: High School graduate, at least 18 years old, with valid driver's license, good written and verbal communication skills, exercise of judgment, initiative, and ingenuity, and strong attention to detail. Training will be provided in the areas of intertidal and seabird identification and ecology, program set-up and break-down, data collection, temporary species collection, beach driving, and basic equipment maintenance. Relevant experience preferred.

Salary: \$13/hour. Position is not eligible for benefits.

Application deadline: 5:00 p.m., December 9, 2011. Application forms are available at City Hall, 163 E. Gower St, Cannon Beach, or online at www.ci.cannon-beach.or.us. Send a letter of interest, resume or CV, and completed application with at least three references to: Nala Cardillo, HRAP Coordinator, City of Cannon Beach, PO Box 368, Cannon Beach, OR 97110 or fax to (503) 436-8061. For additional information, please email: cardillo@ci.cannon-beach.or.us.

The City of Cannon Beach is an Equal Opportunity Employer.

Posted: November 10, 2011.