

Volunteer Position Description

Job Title: Field Trips and Neighborhood Bird Walks Committee Member

Reports to: Committee members report to committee chair

Location: Committee meetings are either held at Seattle Audubon (8050 35th Ave NE Seattle, WA 98115) or via online meeting platform. Members are welcome to participate remotely
Meetings scheduled as needed; all other work can be done from home
Most committee communication is by email

Purpose of Seattle Audubon field trips and Neighborhood Bird Walks (NBWs):

- Acquaint members of the Seattle community with birding, wildlife, and wildlife viewing opportunities in Washington
- Share Seattle Audubon conservation efforts and ways for participants to become involved

Purpose of Seattle Audubon Field Trips and NBWs Committee:

- Organize field trips principally for adults and as possible for children
- Contact, recruit, and retain field trip land NBW leaders

Qualifications:

- Committed to the mission, strategic plan, and goals of Seattle Audubon
- Excellent organizational and communication skills, particularly via email
- Enthusiastic, punctual, flexible, detail-oriented, patient, some familiarity with birding and/or places in Washington State for viewing birds and wildlife
- Seattle Audubon expects all volunteers and staff to conduct themselves with professionalism, maturity, courtesy, and consideration for others. See Code of Conduct for details

Commitment:

- One year minimum on the committee
- Committee members meet as a group to decide on a year-long schedule of who will be responsible for organizing field trips
- Every effort is made to accommodate changes in schedule
- Willingness to accept responsibility for committee projects as needed
- Attendance at Seattle Audubon's annual volunteer leadership training, Hoot Camp, or participation in analogous online training sessions

Committee Responsibilities:

- Attend committee meetings regularly to create an agenda with other committee members.
- Orient and onboard new committee members and field trip leaders.
- Arrange field trips by contacting and communicating with field trip leaders and maintaining up-to-date list of leaders.

- The goal is to schedule one trip for each weekend day and one or two midweek trips during a typical 4-5 week period.
- Send field trip leaders a written description of their trip prior to posting online.
- Organize annual leader appreciation and/or training event.
- Members integrate the Seattle Audubon conservation efforts as much as possible into the work of the committee.