



JOB DESCRIPTION

Job Title: Program Coordinator

About Partners for Clean Streams, Inc. (PCS):

Partners for Clean Streams, Inc. (PCS) is a 501(c)3 nonprofit organization dedicated to improving water quality in Northwest Ohio, with a focus on the metro-Toledo area. Our mission is to restore, protect, and maintain the health of the region's waterways for the benefit of all who live, work, and play in the area. PCS aims to foster a community-oriented approach to environmental stewardship, offering programs that engage residents, schools, local businesses, and government agencies to take active roles in enhancing water quality and preserving natural resources.

Position Overview:

The Program Coordinator (PC) will assist the Executive Director in the development, coordination, and execution of PCS's water quality programming, education, and engagement programs. This is a dynamic and hands-on role, requiring leadership in volunteer program management, partnership building, event coordination, and community outreach. The ideal candidate will have strong organizational and communication skills, experience in volunteer management, and a passion for environmental conservation.

This position is based in the greater Toledo area and involves both office and fieldwork. The Program Coordinator will primarily oversee PCS's stewardship programs, including stream cleanups, water quality monitoring, storm drain marking, and fishing line recycling programs. The role also involves working with diverse community groups, schools, and other nonprofits to expand PCS's reach and impact.

Part-time: Approximately \$17.50 per hour, depending on qualifications and experience.

Reports to: Executive Director

Pay Periods: Bi-Weekly

Type: Part-time, hourly

Hours: This role requires a commitment of 20-32 hours per week, with a consistent weekly schedule. However, some flexibility is required based on program needs and seasonal demands.

Seasonal Workload:

April–October: The workload increases to approximately 30 hours per week, with equal time spent and in-office, depending on program activities.

November–March: During the off-season, the workload decreases, typically involving fewer hours with a focus on in-office responsibilities.

Office hours are typically Monday through Friday, from 8:00 AM to 4:30 PM. While the core office hours are set, employees are encouraged to adjust their schedule as needed to complete assigned tasks, as occasional evening and weekend hours may be required for events and volunteer activities.

Remote work options are available following the successful completion of the probationary period. The weekly schedule will be discussed and mutually agreed upon with the Executive Director.

Probation period: The first 90 days of employment

Part-Time Benefits:

- Remote Work: One day per week of remote work is permitted, contingent upon successful completion of the probationary period.
- Health Care Reimbursement Account (HRA): PCS provides annual contributions to your HRA.
- Vacation: 0.04 hours per pay period, accrued based on hours worked.
- Sick Leave: 0.02 hours per pay period, accrued based on hours worked.
- Personal Leave: 20 hours per calendar year, available after successful completion of the probationary period.
- Paid Holidays: 9 paid holidays per year, with part-time employees receiving 6 hours of pay for each holiday.

Mileage/Travel:

- Travel less than 30 miles one way from “headquarters” - will not be reimbursed (Greater Toledo Metropolitan Area)
- Travel more than 30 miles one way from “headquarters” - will be reimbursed at current IRS rates (presently .56 cents per mile)
- All mileage and travel expenses (i.e. conferences, training) out of the local area must be pre-approved by the Executive Director

Essential Functions:

Program Coordination & Implementation (50%)

- Lead & coordinate programs like **Clean Your Streams 365, Storm Drain Marking, Reel in and Recycle** and **Get the Lead Out, CWAT, and eventually taking over coordination of Clean Your Streams (September)**.
- Organize volunteer groups and ensure smooth, safe operation of activities.
- Develop schedules, materials, and logistics, and ensure that all necessary supplies (e.g., first aid kits, cleanup tools) are available.
- Oversee storm drain marking and fishing line recycling, coordinating with municipal contacts.
- Collaborate with local organizations and agencies to maximize impact and reach.
- Ensure adherence to safety protocols in all volunteer and field activities.

Partnership & Stakeholder Engagement (25%)

- Build and maintain relationships with schools, businesses, government agencies, and nonprofits.
- Coordinate with partners on environmental initiatives to achieve shared goals.
- Represent PCS at community meetings, events, and gatherings to promote environmental stewardship.

Volunteer Management (15%)

- Recruit, train, and manage volunteers, ensuring they have the tools and knowledge to participate effectively.
- Foster a positive, rewarding volunteer environment to encourage long-term engagement.
- Track volunteer hours and maintain accurate records using systems like Salesforce & Clean Swell.

Administrative & Communications Support (10%)

- Work with the Communications Specialist to develop promotional materials and social media content.
- Assist with grant writing, fundraising, and resource development.
- Handle general office tasks, including updating program databases and reporting activities.

Core Competencies:

Leadership & Volunteer Management: Demonstrated ability to lead, motivate, and manage volunteers from diverse backgrounds. Ability to build strong, engaged teams and create positive volunteer experiences.

Communication Skills: Excellent verbal and written communication skills. Ability to present to various audiences, including the public, community groups, and government agencies, while representing PCS's mission and programs effectively.

Collaboration & Relationship Building: Strong networking and partnership-building skills. Ability to work with various stakeholders, including schools, local businesses, government agencies, and nonprofits, to achieve shared goals.

Project Management: Ability to manage multiple projects simultaneously, including planning, scheduling, and coordinating logistics. Strong attention to detail and organizational skills.

Problem-Solving & Adaptability: Ability to assess challenges and develop creative, practical solutions. Comfortable working in dynamic environments with changing priorities.

Environmental Knowledge: Knowledge of water quality issues, environmental stewardship practices, and ecological principles. Commitment to preserving natural resources and improving community engagement in environmental protection.

Technical Skills: Proficiency in MS Office Suite and collaborative platforms such as Google Docs, Dropbox, or Box. Comfortable using various online tools for scheduling, reporting, and tracking volunteer activities. Familiarity with CRMs (Salesforce/Watergrass), event management systems (constant Contact) Familiarity with PC and Apple platforms

Safety Awareness: Strong understanding of safety protocols for outdoor work, especially for volunteers in field settings. Ability to implement and ensure safety measures for all program participants.

Diversity Equity: a strong commitment to fostering a culture of inclusion and respect, actively valuing diverse perspectives and backgrounds. They will have a deep understanding of cultural differences and work effectively with individuals from all identities, ensuring that all voices are heard and represented. A focus on equity is essential, with the candidate actively identifying and addressing systemic barriers to ensure fair treatment and access for underrepresented groups.

Required Qualifications:

Education: Bachelor's degree in environmental science, natural resources, science education, outdoor education, or a related field, or equivalent experience. College students with relevant experience and a strong interest in environmental stewardship will also be considered.

Experience: Demonstrated experience in volunteer coordination, program management, and partnership building. Familiarity with water quality and environmental issues is preferred.

Skills:

Excellent organizational and time management skills.

Strong written and verbal communication abilities to include public speaking.

Proficient in MS Office Suite and collaborative platforms such as Google Docs or Dropbox.

Ability to lead and motivate volunteers of diverse socioeconomic backgrounds.

Other Requirements:

Valid Driver's License with reliable transportation.

Ability to work in outdoor conditions, sometimes in inclement weather.

Flexibility to work some evenings and weekends as needed.

Self-motivated and able to work independently or as part of a team.

Preferred Qualifications:

Experience: Background in leading environmental or stewardship programs, coordinating large-scale volunteer efforts, or working with schools or community organizations.

Certifications: First Aid and CPR certification, or willingness to obtain.

Additional Skills: Familiarity with event planning, grant writing, fundraising, or public relations. Experience in social media management or communications.

Work Environment & Physical Demands:

- Primarily field-based work (e.g., shoreline clean-ups, water monitoring) with office duties.
- Physical tasks include walking, lifting (up to 50 pounds), and standing for extended periods. Clean-ups could require employees to wade through water or traverse terrain when scouting and overseeing programs. Protective attire is recommended (e.g., Hiking Boots/Long Pants and Long-Sleeve shirts are encouraged during programming season.)
- Tetanus vaccine is highly encouraged. (Reimbursable through PCS's HRA)
- Must be comfortable working in **varied weather conditions** (rain, heat, cold).
- **Local travel** within the greater Toledo area is required.

To Apply:

Please send the following documents via email to: Executive.Director@PartnersForCleanStreams.org (electronic copies preferred):

Cover letter, Resume, References (1) Professional; (1) Personal;

Alternatively, you may mail your application to:

Partners for Clean Streams, Inc. attn: Jesse Stock

PO Box 203 Perrysburg, OH 43552

Closing Date: February 28, 2025, or until filled.

For more information about our organization and programs, visit www.PartnersForCleanStreams.org.

Equal Opportunity Employer:

Partners for Clean Streams is an Equal Opportunity Employer. We encourage applicants from all backgrounds to apply, and we are committed to creating a diverse and inclusive work environment.

This position is not a short-term internship; candidates must be available to work during peak seasons (April – October) and demonstrate a long-term commitment to the organization's mission.