



VOLUNTEER JOB DESCRIPTIONS

Upon mutual acceptance of the volunteer position, all volunteers will receive an introductory packet that explains the mission and background of the San Juan Preservation Trust as well as more detailed information on your particular job choice. Those positions that require more extensive training are indicated, and will be provided by the Preservation Trust.

FIELDWORK VOLUNTEER

Our Fieldwork Volunteers will help restore or maintain the ecological health of our conserved properties by eradicating non-native plants, replanting native species, cleaning up beaches, and a variety of other responsibilities. Enjoy the camaraderie of working with others who share your similar passions for the outdoors and for land conservation. This is a terrific option for able people of all ages.

Time commitment: Attend one Fieldwork Project per year.

Requirements: physical ability to do manual labor. Your own equipment appreciated, but not necessary.

Location: various locations throughout islands, most will be ferry-serviced. Transportation to non-ferry-serviced islands provided by the SJPT; carpools are often arranged.

LAND STEWARD

Do you have a favorite place in the San Juans? Perhaps it is right near your own backyard. Our Land Stewards adopt one (or more!) of our 54 Preservation Trust-owned preserves (we can provide you with a list of current openings) and make regular visits. In order to maintain the integrity of the preserve, Land Stewards clean up any trash, report vandalism or other suspicious activity on the preserves to our Director of Stewardship, document bird and mammal sightings (the latter not a formal requirement of the position), and complete brief follow-up reports.

Time commitment: Choose one (or more, if your schedule allows) preserve and visit it a minimum of once a month, for at least six months.

Requirements: physical ability to hike over hilly and uneven ground.

Location: Choose from one of four islands to monitor: Lopez, San Juan, Orcas, or Shaw. We also need stewards for Jack, Henry, Stuart, McConnell, and Decatur Islands (please indicate if you can do these non-ferry-serviced islands on your volunteer application).

OFFICE ASSISTANCE VOLUNTEER

Volunteers in this position will be assisting our Office Manager and other SJPT staff in a variety of clerical tasks including help with large mailings, maintenance of files, and other duties as needed. Enjoy the camaraderie of working directly with SJPT staff at our office in Friday Harbor while helping us stay organized and efficient.

Time Commitment: Flexible, depending on our needs/your schedule

Requirements: good organizational skills and computer experience helpful

Location: Friday Harbor office

***On-the-job training provided**

MEMBERSHIP MAILINGS VOLUNTEER

Short on time but want to help where you can? Help us get our tri-annual newsletters and other membership mailings out the door by assisting in preparation of mailing. A fun way to get to know other people as well as providing an invaluable service to the Preservation Trust.

Time Commitment: Minimum of 1 mailing session per year

Requirements: none

Location: Lopez Island, Orcas Island and Friday Harbor

OUTREACH/SPECIAL EVENTS VOLUNTEER

Help the Preservation Trust spread the word about our conservation work through community events! Volunteers in this position can help with a variety of duties ranging from staffing the SJPT booth at farmers' markets and fairs to helping with the planning and execution of our Annual Meeting, Summer Social, and other educational, outreach, and donor-appreciation events.

Time Commitment: one event per year

Requirements: none, although those with event-planning expertise would be welcomed!!

Location: various locations around the islands, although most will be ferry-serviced islands

SPECIAL SERVICES AND SKILLS VOLUNTEER

Do you have a special skill, hobby, or talent that you would like to put to great use? The Preservation Trust can use people with the following skills for help with special projects. This is a great option for those professional and creative types who would like to help the SJPT on a project-based level. We are looking for people who have experience in the following areas: *(Cont'd on next page...)*

- *Writing/editing
- *Grant writing
- *Painting (artistic)
- *Public relations
- *Computer skills
- *Aviation (private pilot services)

- *Event planning
- *Photography
- *Filmmaking
- *Web site maintenance
- *Legal

Time commitment: Flexible

Requirements: a reasonable level of skill in indicated area of interest

Location: various locations around the islands, depending on project