



Friends of Hog Island
Bremen, Maine

P. O. Box 242
Bremen, ME 04551

<http://fohi.org/>
president@fohi.org



FOHI Volunteer Coordinator

The Friends of Hog Island is a nonprofit, all-volunteer group that financially supports the Hog Island Audubon Camp in Bremen, Maine. It also provides volunteers for all camp sessions and opening and closing weeks. The camp is over 80 years old and is in session end of May through end of September. Each camp has up to 60 participants, 5-10 instructors, and 6 full-time island staff and 1 full-time FOHI volunteer who commutes. To learn more about Friends of Hog Island visit the website. You will be part of a hard-working team that makes things happen.

The season is mid-May to mid-September and can be negotiable. Must be available to live on the island for four months with at least two two-week breaks. Must be able to operate a motorboat to shuttle volunteers, staff, and goods as needed, or be willing to learn how to operate boat. Must be a team leader and player. References required.

Average number of volunteers per season: 110 (8 per camp session and 20-30 per work session) 90 beds; 9 buildings; 6 private rooms with facilities). To see a description of volunteer activities read the FOHI volunteer brochure at <http://fohi.org/files/2013/02/FOHIVolunteerbrochure12.pdf>

Tasks will be performed both on and off island. Candidate will possess strong communication, interpersonal, and organizational skills, and will be well suited to anticipate needs, problem solve, and attend to situations as they arise.

Volunteer Orientation and Supervision

1. Pick up volunteers via boat from mainland on Sunday or arrival day.
2. Oversee volunteers.
3. Make weekly work schedule with work assignments
4. Give orientation on first day, including tour for new volunteers
5. Demonstrate how to do compost, trash, and Hobart sanitizer and dishwashing
6. Notify kitchen of volunteer dietary restrictions via Camp Roster shared list
7. Fill in when short of volunteers, i.e., provide guidance on meal set-up and Hobart and help if needed at each meal.
8. Liaise between kitchen and volunteers and arbitrate conflicts between volunteers and between kitchen and volunteers

Housekeeping and Facility

1. Oversee housekeeping maintenance and supplies, including linens and room inventory (bed linens, fans, shower curtains, curtains, etc.)
2. Do final quality check of all camper rooms and buildings prior to camper arrival
3. Provide meadow flowers for 10 dining tables, 6 private rooms, and 2 common areas
4. Oversee Whirlwind turnover day and have camper room occupancy printed for volunteers (all buildings cleaned, beds made, toilet paper, paper towels, soap in common and private bathrooms restocked).
5. Restock housekeeping supplies in each building
6. Load, take, and unload 25-40 bags of laundry to Damariscotta each week
7. Pick up, load and unload 25-40 bags of clean laundry each week
8. Put sets of linens into plastic bags for 90 bed sets each week
9. Coordinate with Hog Island Facilities Manager on maintenance and repair tasks for opening and closing weeks; supervise volunteers in setting up the camp for the season and breaking down

Networking and Administration (Items 3-12 are optional tasks that may be included depending on candidate)

1. Represent FOHI on the island – be the “face” of FOHI
2. Maintain FOHI Facebook and Instagram posts
3. Take photos of FOHI volunteers and activities for FOHI website, Facebook page, and year-end newsletter, as well as for other FOHI needs and publications, including volunteer group photo of each session.
4. Update annually FOHI web sign-up page and 5 other forms in October.
5. Respond to volunteer sign-ups and send confirmation e-mail.
6. Recruit volunteers as needed by phone, email, web, Facebook.
7. Send each volunteer an arrival logistics e-mail six weeks prior to each session.
8. Receive and file five forms, including medical, travel, liability, and background check.
9. Send thank you e-mails after each session along with group photo.
10. Update *FOHI Volunteer Handbook* if needed and post on website.
11. Enter volunteer hours in FOHI database online.
12. Send thank you card with session photo to each volunteer at end of season.

Send resume and any other supporting materials to:

Friends of Hog Island
P.O. Box 242
Bremen, ME 04551

Or by e-mail in PDF format with “Application” in subject line:, to

president@fohi.org

Closing date for receipt of applications January 31, 2018