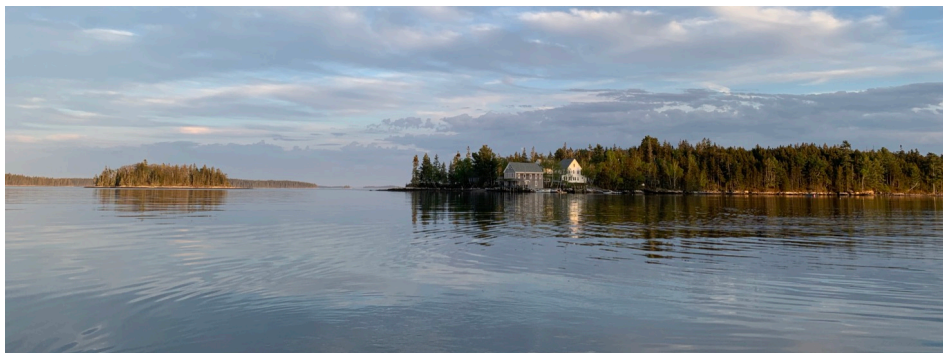




Friends of Hog Island
Bremen, Maine

P. O. Box 242
Bremen, ME 04551

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



FOHI Volunteer Coordinator for 2022

The Friends of Hog Island is a nonprofit, all-volunteer group that financially supports the Hog Island Audubon Camp in Bremen, Maine and provides volunteers for the camp season. The camp is over 80 years old and is in session mid-May through mid-September. Each camp has up to 60 participants, 5-10 instructors, and 6 full-time island staff. To learn more about Friends of Hog Island visit the website: <https://fohi.org/>. Be part of a hard-working team that makes things happen.

Must be available to live on the island for at least 12 weeks with 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). See a description of volunteer activities in the FOHI volunteer brochure at <https://fohi.files.wordpress.com/2013/02/FOHIVolunteerbrochure12.pdf>

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

Volunteer Orientation and Supervision

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

Housekeeping and Facility

- Oversee housekeeping maintenance and supplies, including linens and room inventory (bed linens, fans, shower curtains, curtains, etc.).
- Do final quality check of all camper rooms and buildings prior to camper arrival.
- Provide meadow flowers for 10 dining tables, 6 private rooms, and 2 common areas,
- Oversee Whirlwind turnover day each week and have camper room occupancy printed for volunteers (all buildings cleaned, beds made, toilet paper, paper towels, soap in common and private bathrooms restocked).
- Assure that housekeeping supplies in each building are restocked each session.
- Load, take, and unload 25-40 bags of laundry to Damariscotta each week.
- Pick up, load and unload 25-40 bags of clean laundry each week.
- Oversee providing weekly 90 sets of linens each in a plastic bag.
- 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 and packing up for the winter, including the Hog Island store.

Networking and Administration

- Represent FOHI on the island – be the “face” of FOHI
- Maintain FOHI Facebook and Instagram posts
- Submit FOHI volunteer hours to FOHI Executive Director weekly.

Optional tasks that may be included depending on candidate.

- 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.
- Update annually FOHI web sign-up page and 5 other forms in October.
- Respond to volunteer sign-ups and send confirmation e-mail.
- Recruit volunteers as needed by phone, email, web, Facebook.
- Send each volunteer an arrival logistics e-mail six weeks prior to each session.
- Receive and file five forms, including medical, travel, liability, and background check.
- Send thank you e-mails after each session along with group photo.
- Update *FOHI Volunteer Handbook* if needed and place in each volunteer room.

Salary range: \$15-18 an hour payable every two weeks. Room and board provided.

Health insurance is not provided. Criminal background check required.

Volunteer coordinator reports to the Executive Director of FOHI.

This position has the possibility of being extended through the fall and winter on a contract basis to recruit volunteers for the following season.

Send resume and cover letter 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 is October 15, 2021