

# Whidbey Audubon Society



## POSITION: BIRDATHON COORDINATOR

### KEY RESPONSIBILITIES

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- Coordinate the annual Birdathon event, which takes place in early May
- Maintain and update Birdathon webpage
- Motivate new teams to form and encourage young people to participate
- Track teams and their members, team schedules, team birding results and team fundraising results
- Communicate needs and deadlines with teams, website admin, board members and membership
- Write articles for *Shorelines* in March-June, and September
- Promote Birdathon at membership meetings in March, April and May
- Present most species sighted award at meeting in June and most funds raised award in September

### PURPOSE

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To promote and organize the annual Birdathon event. This event is a scientific research project that tracks and reports data on the local and migrating bird species during the month of May, as well as a major fundraiser for the high school scholarship program and the General Fund.

### TOOLS AND SUPPORT

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- Has an annual fiscal budget for supplies
- Has complete access to prior Coordinator's files and processes
- Has Dropbox software "Read" access for archival documents and "Read/Write" access for storage of current documents

### COMMITMENT

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This position generally runs for two years, with most activity scheduled between March and June, with a wrap-up in September

### QUALIFICATIONS

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- Time management, communication and project management skills
- The ability to spend time on volunteer duties, approximately 20 hours per month, during the active period
- Has a digital device and access to the internet
- Microsoft Office (or similar software) basic skill level
- Ability to generate enthusiasm for fund-raising

### BENEFITS TO THE VOLUNTEER

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- Developing a sense of purpose and community
- A sense of pride from being an active participant in promoting the WAS mission statement
- Interacting with interesting people of all ages and walks of life
- Learning about the beautiful and unique places that comprise the Whidbey Island natural environment
- Developing leadership skills that are useful forever

**Whidbey Audubon Society is dedicated to the understanding, appreciation and protection of birds and other wildlife species and their habitats on Whidbey Island and in surrounding waters.**