

# VOLUNTEER JOB DESCRIPTION

**JOB TITLE** Guest Services and Sustainability Volunteer, Palmyra Atoll  
**JOB FAMILY** Conservation  
**JOB NUMBER**  
**SALARY GRADE** N/A  
**STATUS**  
**DATE** February 17, 2017



The Nature Conservancy is a leading conservation organization working globally to protect ecologically important lands and waters for people and nature. Located 1,000 miles south of Hawai'i, Palmyra Atoll is one of the most spectacular marine wilderness areas on Earth. Palmyra is a 680-acre atoll with 480,000 acres of lagoons, coral reefs, and submerged lands and is a US Fish and Wildlife Service (USFWS) Refuge out to 12 miles and a Marine National Monument out to 50 miles. The Nature Conservancy owns Cooper Island, and manages the atoll in partnership with the USFWS.

Palmyra's research station supports scientific research by the world renowned research institutions making up the Palmyra Atoll Research Consortium (PARC) (see [www.palmyra-research.org](http://www.palmyra-research.org)). Volunteers are sought on a seasonal basis for approximately 3 months at a time to contribute to specific aspects of the research station operation and to generally help with science and conservation efforts. The three-month assignment begins in the early part of June, September, December, and March of each year.

## SUMMARY

Up to \$900 of travel costs from the volunteer's home to Honolulu as well as two nights stay at a TNC-selected hotel in Honolulu are provided. Board and lodging for the three months the volunteer is on the atoll is also included. The volunteer should also expect to complete a basic orientation to The Nature Conservancy's mission and values before going to the atoll. The volunteer is expected to contribute 6 workdays each week and is able to access the station's snorkel, kayak, and paddleboard resources during off-time.

### TO APPLY:

Send a resume and cover letter to Operations Manager Chad Livingston ([chad.livingston@tnc.org](mailto:chad.livingston@tnc.org)) at least three months before the intended assignment. In the cover letter, please explain your interest in The Palmyra Program, how your unique skill set can contribute to the Program's mission and how you meet the minimum qualifications listed below. Review of applications will be on-going as needed as assignments are seasonal and filled year round. Select applicants will be contacted for an interview.

Volunteers must possess, or be able to obtain, a valid Passport with an expiration date later than the term of the assignment, proof of a physical examination showing good physical health, a current tetanus vaccination, and proof of health insurance.

## ESSENTIAL FUNCTIONS

The Guest Services and Sustainability Volunteer is responsible for assisting with set-up and intense cleaning of all field station cabins, associated living areas, bathrooms, showers and recreation areas. Responsible for some meal planning and preparation of high quality breakfast, lunch and dinner for field station guests, staff, volunteers and visiting vessels. Responsible for stocking and rotation of all kitchen inventory, as well as general galley and kitchen clean-up including dishes, floors, storage areas, refrigerators and freezers. Responsible for laundry service and other duties as assigned by the Galley Housekeeping Manager or Field Station Manager. This position is also responsible for overseeing the composting efforts on the station, and using the compost to support efforts to grow both food plants and to support a native tree nursery. The position will also be responsible for removing invasive species.

## RESPONSIBILITIES & SCOPE

- Will work 6 days per week, in variable weather conditions (hot, humid, wet), at a remote location, on difficult and hazardous terrain, and under physically demanding circumstances. These conditions will involve considerable physical exertion and/or muscular strain, frequent possibility of injury, long hours in isolated settings, and exposure to petroleum products, paint and fuels.
- Live and work productively within a small and confined community on a remote location for up to 3 months.
- Work and communicate effectively with a diverse group of people, including scientists, field station staff and others, providing and obtaining needed information to ensure smooth operations.
- In the event of an emergency, volunteers may be tasked with specific duties to ensure communal safety and welfare. This may include responding to minor/major medical emergencies, tsunami evacuation events, marine rescue events, fuel spills and/or fire containment, etc.
- Independently analyze and diagnose problems then develop and implement appropriate solutions.
- Consult with supervisor to develop plans for resolution of unusual or complex problems.
- Identify and disseminate lessons learned, best practices and methods, tools, consistencies and inconsistencies across seasons.

## MINIMUM QUALIFICATIONS

- High school diploma and at least one year culinary experience in a professional food services environment within the last 5 years.
- Current working knowledge of kitchen operations including: baking, sautéing, grilling, and the preparation and proper handling of meat, fish, assorted cold foods, and creative reuse of leftovers.
- Basic knife skills, including safe handling and maintenance (sharpening).

- Experience with composting and gardening and/or forestry
- Experience with housekeeping and laundry duties.
- Demonstrated ability to live and work successfully in remote environments.
- Ability to perform work that requires physical mobility and ability to lift up to 50 lbs; including climbing tall ladders, working on roofs and small cramped spaces.

**PREFERRED  
KNOWLEDGE,  
SKILLS &  
EXPERIENCE**

- Experience in restoration ecology.
- Ability to safely use and maintain tools and equipment, including power and construction tools.
- Experience operating and piloting a skiff with outboard motors of up to 150hp.
- Ability to complete tasks independently and manage diverse activities under deadlines.
- PC familiarity and ability to troubleshoot IT system problems.
- Servesafe certification

**ORGANIZATIONAL  
COMPETENCIES**

Communications	Effectively expresses messages verbally and in writing. Actively listens to others. Fosters open exchange of issues. Is timely with information.
Flexibility & Innovation	Flexible to changing circumstances. Takes innovative approaches towards work. Takes calculated risks and makes dependable decisions in the face of uncertainty.
Interpersonal Savvy	Maintains positive working relationships. Contributes to productive partnerships inside and outside the organization. Understands team member roles and values the contributions of others. Effectively deals with conflict.
Open to Learning	Versatile learner and committed to self-improvement. Employs strengths effectively. Willingly shares knowledge with others. Seeks coaching on areas needing improvement. Adjusts behavior/performance as needed. Views mistakes as learning opportunities.
Organizational Awareness	Understands the basics of our business. Knows how local job relates to the big picture & contributes to the overall strategy. Knows how/why things work inside TNC. Easily moves through internal networks and channels for success.
Produces Results	Takes Initiative. Focuses on priorities. Strives for excellence. Is dependable and accountable for results. Persistent in the face of obstacles and meets deadlines.

*This description is not designed to be a complete list of all duties and responsibilities required for this job.*

*The Nature Conservancy is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our conservation mission is best advanced by the leadership and contributions of men and women of diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization that reflects our global character is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.*