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## Community Programs Coordinator

**Schedule:** This is a full-time position based on a 40-hour work week, with the opportunity for partial remote work. The schedule is typically Monday through Friday for the majority of the year, transitioning to Tuesday through Saturday during the summer months. Occasional evening, holiday, and weekend work may be required.

**Compensation:** Hourly, non-exempt position with a starting rate of \$20–\$22 per hour, paid holidays, and 80 hours of paid time off.

### POSITION SUMMARY:

The Community Program Coordinator collaborates closely with and reports to the Communications & Development Manager to develop and promote innovative community and volunteer programs aligned with the center's mission. Key responsibilities include leading LTWC's eco-tourism initiatives, coordinating educational programs, outreach and guided nature hikes, assisting with youth and summer camp programming, overseeing volunteer management and retention, creating initiatives that strengthen community engagement and awareness of LTWC's work. The ideal candidate is collaborative, adaptable, and proactive, with strong organizational and communication skills and a positive, welcoming attitude that contributes to a supportive team environment.

### WHO WE ARE:

Lake Tahoe Wildlife Care, Inc. (LTWC) is a 501(c)(3) tax-exempt organization whose function is to rescue, rehabilitate and release orphaned and injured wild birds and mammals. LTWC operates under permits issued by California Fish & Wildlife and the United States Department of the Interior Fish & Wildlife Service and United States Department of Agriculture. Our 27-acre location includes multiple wildlife enclosures and a new multi-purpose administration and animal care hospital building.

### PRIMARY RESPONSIBILITIES:

#### Volunteer Coordination

- Oversee and manage the complete volunteer and internship lifecycle, overseeing recruitment, onboarding, development, recognition, celebration, and program sustainability.
- Develop volunteer recruitment strategies, conduct interviews and training, and coordinate volunteer placements.
- Work directly with management to determine volunteer needs, roles, projects, and responsibilities
- In partnership with program staff, provide ongoing feedback to volunteers and, when necessary, follow LTWC's disciplinary procedures to address conduct issues, up to and including dismissal from the volunteer program.
- Maintain accurate volunteer records, including contact information, training progress, and volunteer hours.
- Coordinate volunteer recognition efforts, including thank-you notes, service awards, and appreciation events, etc

#### Community Engagement & Education

- In partnership with the Communications & Development Manager, explore and develop new events and community programs as a way to enhance engagement, raise community awareness and generate new revenue .
- Lead and support LTWC's eco-tourism programs, including guided birding tours, nature hikes, snowshoe outings, and other wildlife and outdoor education experiences, while demonstrating

knowledge of local flora, fauna, wildlife, and natural ecosystems.

- Develop curriculum and lead educational programs and hands-on learning opportunities for children and adults through on-site programs, camps, outreach events, and community tabling opportunities.
- Coordinate outreach logistics, including, catering, entertainment, signage, technical support and production, content, transportation, registration, and coordinating with partner organizations
- Maintain a calendar for outreach events, and work closely with community partners to plan and execute various outreach events.
- Assist in executing social media campaigns that align with the organization's objectives.
- Support fundraising initiatives through event coordination, community outreach, donation procurement, and volunteer support.

### **General Administration Support**

- Maintain timely and professional correspondence with staff and volunteers, partners, and the public via phone, email, and in-person interactions.
- Collaborate with internal and external partners to design, promote, and sell merchandise including apparel, accessories, and other promotional items.
- Assist with additional duties and projects as assigned to support the needs of the organization.

### **REQUIRED QUALIFICATIONS AND COMPETENCIES:**

- Bachelor's degree in environmental science, biology, wildlife biology, environmental education, recreation, communications, nonprofit management, or a related field preferred.
- Two or more years of progressively responsible experience in management, ideally in a nonprofit organization
- Must have the physical ability and endurance to lead extended outdoor activities, including long-distance hikes and snowshoe excursions across varying terrain and in changing weather conditions.
- Excellent time and project management skills
- Strong verbal and written communication & customer service skills
- Punctual, detail-oriented, professional, and dependable
- Ability to foster teamwork, lead by example, approach problems in a solutions-oriented manner, and create a positive work environment through appropriate and timely communication
- Successful applicants will be required to pass a background check including motor vehicle records

### **PHYSICAL REQUIREMENTS:**

- Must be able to occasionally lift up to 50 lbs
- Must be able to stand for long periods of time

### **PREFERRED QUALIFICATIONS AND COMPETENCIES:**

- Familiarity or experience working in wildlife education and/or rehabilitation
- Certificate in Volunteer Administration preferred
- Bilingual

**HOW TO APPLY:** The position will remain open until filled, with applications reviewed on a rolling basis.

Priority will be given to those submitted by June 7th, 2026. Please apply via our [online application form](#).

Contact [info@ltwc.org](mailto:info@ltwc.org) with any questions.

*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We encourage you to apply, even if you don't believe you meet every one of our qualifications described. **Equal Opportunity***

**Employer:** We are an equal opportunity employer and value diversity in our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, veteran status, or disability status