

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: Stream Water Quality Monitoring

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Monthly chemical and bacterial tests at assigned stream monitoring site
- Bi-annual biological health monitoring and stream assessment at assigned site
- Reporting of equipment/supply problems to site team leader
- Assistance with regular cleaning of testing kits
- Occasional assistance with training of new volunteers
- Reporting of test results on field data sheets

Qualifications:

- Normal physical and mental condition for age
- Ability to understand and make use of elementary scientific information and written instructions
- Attention to detail
- Prior chemical or biological background a plus but not necessary

Time Commitment:

- 4-8 hours per month

Training:

- New user training on the Volunteer Water Quality Monitoring Field Manual's Safety and Health Checklist
- New user training on the Volunteer Water Quality Monitoring Field Manual's Chemical Testing protocols using Hach test equipment and chemicals
- New user training on the Volunteer Water Quality Monitoring Field Manual's Macroinvertebrate collection and identification procedure
- New user training on the Volunteer Water Quality Monitoring Field Manual's Stream Habitat assessment procedure

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: Equipment and Supply Management

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Cleaning and maintenance of test kits
- Annual inventory of test kits
- Inspection of test kits for broken or missing parts
- Processing of SEC member problem reports concerning the test kits
- Ordering of supplies and chemicals
- Keeping manuals and forms up-to-date and in sufficient quantities
- Disposal of hazardous wastes

Qualifications:

- Good organizational and record keeping skills
- Ability to understand and use various equipment and supply catalogs
- Basic understanding of personal computers
- Knowledge of MS Word and MS Excel programs

Time Commitment:

- 8-16 hours per month

Training:

- Understanding the proper methods of: cleaning test equipment; and the disposal of test chemicals, as defined in the Volunteer Water Quality Monitoring Field Manual
- Basic PC functions
- Basic MS Word and MS Excel functions

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: Water Quality Monitoring Data Entry and Retrieval

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Entering results from monitoring sessions into online internet database
- Quality checking of the data from the site teams
- Data entry at least once per month
- Data retrieval from online internet database
- Assistance with information inquiries about the database contents

Qualifications:

- Ability to understand the field data sheets contained in the Volunteer Water Quality Monitoring Field Manual
- Basic understanding of personal computers
- Knowledge of the internet
- Attention to detail

Time Commitment:

- 2-4 hours per month

Training:

- Understanding/knowledge of the field data sheets contained in the Volunteer Water Quality Monitoring Field Manual
- Basic PC functions
- Internet search and retrieval operations
- Data entry into the internet based WQM volunteer database
- Data retrieval from the internet based WQM volunteer database

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: Environmental Education Program Support (Source Water Protection & Nonpoint Source Pollution)

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Assistance with advertising and scheduling
- Assistance with program development/evolution
- Attendance at planning meetings with the North Penn Water Authority
- Participation in presentations
- Assistance in maintenance of the groundwater and surface water simulators

Qualifications:

- Desire to educate local community groups on source water protection, nonpoint source pollution and conservation
- Work well with others during brainstorming sessions
- Prior education experience a plus, but not necessary
- Must be comfortable with public presentation situations
- MS PowerPoint knowledge a plus

Time Commitment:

- 4 - 8 hours a month

Training:

- Understanding Source Water Protection, Nonpoint Source Pollution and Environmental Conservation Issues
- Understanding how the groundwater and surface water simulator models work
- Practice presentation of the education programs

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: Ink Cartridge and Cell Phone Recycling

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Find and register with recycling companies
- Enlist organizations for collection sites
- Distribute collection boxes and promotional materials
- Develop a pickup schedule for the collection sites
- Contact collection site organizations monthly to determine pickup requirement
- Pickup cartridges and cell phones for recycling
- Sort, record and pack cartridges and cell phones for shipment to recyclers

Qualifications:

- Access to and use of motor vehicle
- Good organizational, people and record keeping skills
- Basic understanding of personal computers
- Knowledge of the internet and e-mail

Time Commitment:

- 8 – 10 hours per month

Training:

- Basic PC functions
- Internet search and retrieval operations
- Sending and receiving e-mail

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: Recruiter

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Assistance with poster, flyer, and other advertisement preparation
- Attendance (and sometimes brief talks) at various events
- Assistance in preparing and sending new member information packets
- Interaction with potential and new members via telephone, email, and written correspondence
- Assistance in setting up initial training for new members

Qualifications:

- Comfortable with public speaking/presentations
- Good writing skills
- Familiarity with the Internet and email

Time Commitment:

- 4-8 hours per month

Training:

- Basic PC functions
- Basic Internet functions
- Basic understanding of the Volunteer Water Quality Monitoring Program

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: SEC Administration Support

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Volunteer hour accounting
- Documentation and publicizing of SEC activities
- Preparation of SEC newsletter
- Assistance in preparation of items for monthly PEAK Newsletter
- Assistance in preparation of periodic reports

Qualifications:

- Good organizational skills
- Good writing skills
- Attention to details
- Knowledge of MS Word and MS Excel programs

Time Commitment:

- 8-16 hours per month

Training:

- Overview of the Water Quality Monitoring Program
- Basic PC functions
- Basic MS Word and MS Excel functions

**The PEAK Center, Inc,
Volunteer Job Description Form**

Location: The PEAK Center

Job Title: Fundraising Support

Staff Advisor Title: Senior Environment Corps Coordinator

Responsibilities:

- Identifying and pursuing possible sources of funding
- Identifying and organizing fund raising activities
- Assistance to PEAK Center Fundraiser/development director with grant application information collection and writing

Qualifications:

- Good organizational, writing, and people skills

Time Commitment:

- 4-8 hours per month

Training:

- Basic PC functions
- Basic Internet functions
- Basic MS Word and MS Excel functions