

2024-2025 AmeriCorps Member Position Description



Partner Organization Name: Coalition to Restore Coastal Louisiana

Corps Member Position Title: Oyster Shell Recycling Program Coordinator

Supervisor: Fiona Lightbody

Days/Hours of Service: Monday – Friday from 9-5; with some nights and weekends required. Time will be split evenly between remote, office, and field workdays (primarily at CRCL’s Restoration Headquarters in Violet, LA).

Physical Location: 3801 Canal Street, Suite 400, New Orleans, LA 70119, with some travel required.

Organization Mission and/or Goals:

Mission: To unite people in action to achieve a thriving, sustainable Louisiana coast for all.

Purpose: To sustain as much of Louisiana’s coast as possible despite climate change and other factors causing land loss. In pursuit of this overarching goal, we build support for restoration, increase public awareness of CRCL in order to extend our influence and strengthen our organizational capacity.

Program Mission and/ or Goals:

Mission: This position will build capacity for CRCL’s restoration programs with a specific focus on expanding and building upon the goals of the Oyster Shell Recycling Program. CRCL’s restoration programs, the Native Plants Program (NPP), Oyster Shell Recycling Program (OSRP) and Coastal Adventures Program (CAP), build support for coastal restoration amongst stakeholders by directly improving coastal habitats and serving as a platform to engage and educate the community about coastal land loss issues and solutions.

The OSRP offers a pick-up service for restaurants to recycle their oyster shells and engages volunteers in the construction of recycled oyster reefs that protect Louisiana's eroding coast.

Goals: CRCL’s restoration programs aim to give hundreds of people a variety of opportunities to get outside and get involved with coastal restoration each year. With a wide range of programming, CRCL strives to offer everyone the opportunity to engage in solutions for our coast. The OSRP aims to recycle more oyster shells, with more restaurant partners, volunteers and community groups to expand the impact of our oyster reef restoration efforts. By expanding our program area to Baton Rouge, we will engage a wider audience in addressing Louisiana’s coastal land loss issues.

Member Position Summary:

- The Oyster Shell Recycling Program Coordinator will build capacity for and advance the goals of CRCL's Oyster Shell Recycling Program.
- The OSRP is preparing to add a pick-up route for the Baton Rouge metropolitan area for which the OSRP Coordinator will design, implement and evaluate operations in close coordination with the OSRP staff.
- This position will coordinate program logistics and events, restaurant and partner recruitment, tracking and data management, and contribute to program development and promotion.
- The Coordinator will prepare for and lead volunteer events and oyster reef monitoring trips.
- In addition to building capacity for the OSRP, the Coordinator will support all of the restoration programs' staff and director to advance ongoing work in the field (remote locations across coastal Louisiana) and at CRCL's Restoration Headquarters in Violet (St. Bernard Parish).
- This position offers opportunities to engage in creative program development and marketing, attend networking events, CRCL's biannual conference, and other external events related to the OSRP.
- This position will require a flexible schedule and some work on weekends.

Member Impact

Louisiana's once-bountiful oyster reefs, upon which coastal communities rely for their livelihood, are in peril. The OSRP Coordinator will address these issues by expanding the program's geographic reach and strengthening operations, activities which broaden the community impact of the program. As we broaden the audience of our restoration programs, this team will educate and empower a growing legion of coastal advocates working collectively towards a thriving, sustainable Louisiana coast.

The Coordinator's work with partner restaurants will raise the profile of the OSRP—and hence coastal land loss and restoration solutions. Throughout the service term, the Coordinator will implement multiple restoration projects, onboard restaurants, educate and engage volunteers and make tangible improvements to overall program function.

Essential Functions of Position:

- Strategize, plan for and support the creation of the OSRP's Baton Rouge pick-up route.
- Support the OSRP staff in the strategic growth of the program involving restaurant recruitment, public outreach and creative problem solving.
- Support the coordination of logistics, equipment and personnel leading up to, during and after volunteer restoration project days.
- Lead and supervise volunteers during events.
- Coordinate post-event logistics including clean-up, equipment stocking, glove laundering, equipment organization and tracking.
- This responsibility requires extended time outdoors and some heavy lifting.

- Work strategically to improve overall program functions toward more successful and impactful volunteer events.
- Coordinate oyster reef monitoring trips and lead data collection, analysis and reporting. Support scientific research and management of project data and basic GIS data for outreach and reporting purposes.
- Contribute to developing media content about CRCL restoration activities.
- Collaborate closely with restoration programs staff and other CRCL-based Serve Louisiana corps members.
- Offer support in coordinating and attending CRCL events outside of the OSRP when possible.

Skills, knowledge and trainings the corps member should expect to gain from this position

- First aid training,
- Advocacy and Community Engagement Training
- Volunteer Management,
- Coastal and Environmental Science knowledge,
- Event Coordination Management,
- Networking opportunities, such as Coastal Day at the state Capitol and State of the coast Conference 2025,
- Field work experience, public speaking skills,
- DEIJ training opportunities.
- We also encourage members to identify opportunities to enroll in workshops of interest – such as Master Naturalists.

Ideal Candidate Qualifications

- Interest in climate adaptation, coastal environments, community engagement, science communication and/or a similarly relevant field.
- Ability to think strategically and with a problem-solving approach.
- Independent, self-motivated and organized.
- Excellent communication skills, both written and verbal.
- Personable and comfortable interacting with the public in a leadership role.
- Comfortable making 'cold calls' to potential restaurant partners and other external stakeholders.
- Must be able to supervise 50+ volunteers in a team environment.
- Comfort working with volunteers of varying ages, backgrounds and abilities.
- Detail-oriented and able to manage time appropriately.
- Enthusiasm for physically demanding work outdoors in various weather/site conditions.
- Familiarity with Louisiana's coastal land loss issues and coastal restoration/protection projects is preferred.
- Operational knowledge of Microsoft Office 365 software, particularly Excel
- Independent and self-motivated, with leadership and communication skills
- Experience with public speaking or willingness to engage in public speaking.

- Comfortable working in office, remote, and field work settings
- Ability to work atypical hours and weekends, and occasional overnight travel
- Applicant strongly encouraged to possess valid driver's license, safe driving record and personal automobile.