



Volunteer Opportunities

Our Mission

The Mud Creek Conservancy believes that the preservation and restoration of our woodlands and wetlands is essential to protecting the unique biodiversity of the Mud Creek watershed.

Through our ongoing land conservation efforts we strive to perpetuate their beauty and public benefit for generations to come.

Why we need your help

Although some positions are currently staffed, MCC is always looking for someone to take over a position so that our coordinators, specialists and volunteers have someone to mentor for a future position.

Finding where you fit in:

Coordinators

Are you a “people person”? Do you like managing activities and events? Are you willing to take responsibility for successful outcomes?

Specialists

Do you have a unique skill, interest or expertise that benefits MCC's mission?

Volunteers

Do you enjoy helping out? Working with other dedicated individuals to further MCC's mission?

Find an Opportunity

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BIODIVERSITY INVENTORY COORDINATOR

Responsibilities:

- Update current plant & wildlife inventory on an annual basis in coordination with Fort Harrison State Park naturalist, with special emphasis on rare & declining species
- Identify areas on MCC properties threatened by invasive & exotic species and communicate to Habitat Restoration Coordinator
- Supply articles to the Newsletter Editor twice yearly

Time commitment:

1 hour per month

CONSERVATION EASEMENT AND PROPERTY GIFTS COORDINATOR

Responsibilities:

- Research and become expert in the details of conservation easements and property gifts to MCC
- Prepare a document with generic examples for mailing to members or to be used in direct mailings
- Prepare a short talk that could be given to groups interested in learning more about easements and property gifts
- Be available to discuss easement and gift issues with anyone requesting information
- Write articles for the newsletter as appropriate, usually twice yearly

Time commitment:

1 hour monthly

CORPORATE DISCOUNTS AND DONATIONS COORDINATOR

Responsibilities:

- Pursue ways MCC could receive discounts or gifts of merchandise or services
- Contact suppliers and ask about programs which could save MCC money in all areas of fulfilling our mission
- Pursue programs that help raise funds for non-profits
- Write articles for newsletter as appropriate

Time commitment:

2 hours per month

EASEMENT STEWARDSHIP COORDINATOR

Responsibilities:

- Responsible for inspecting MCC protected properties, formally on an annual basis and informally as needed, including frequent drive-by inspections
- Report any encroachments to MCC board for follow-up action
- Work in conjunction with:
 - GIS/GPS Coordinator
 - Events Coordinator
 - Newsletter Editor
 - Webmasterto recruit volunteers and to publicize events

Special requirements:

This role is ideally suited for an individual living in close proximity to the Mud Creek watershed.

Time commitment:

4 hours during the month of the formal inspection
30 minutes per month for informal drive-by inspections

EVENTS COORDINATOR

Responsibilities:

- Prepare a list of events MCC will be involved in each year
- Identify appropriate events requiring MCC participation
- Coordinate the details of arrangement for each event
- Organize volunteers for each event
- Write up a short report on the success of each event and ways to improve for the future
- Maintain these reports and other event information in a permanent file
- Write a newsletter article summarizing each event
- Work with Habitat Restoration Coordinator and Easement Stewardship Coordinator to provide volunteers for their respective events

Events may include, but are not limited to:

- Wild Oats Kids Day
- Habitat Restoration Day
- Easement Inspection Day
- Earth Day
- Meet-the-Members Breakfast

Time commitment:

2-3 hours per month on or prior to events

FUNDRAISING COORDINATOR

Research Responsibilities:

- Prepare a database of foundations and sources of funding appropriate to MCC
- Investigate and select options to pursue each quarter
- Write articles for the newsletter as appropriate

Direct Fundraising Responsibilities:

- This role is ideally filled by the MCC Board President and/or the Executive Director
- Write the grants or prepare the paperwork necessary to apply for funds
- Be available to meet with representative of funding sources to champion MCC's mission

Time commitment:

Research: 2 hours monthly
Direct Fundraising: As needed

GIS/GPS COORDINATOR

Responsibilities:

- Maintain current maps of Mud Creek watershed with special emphasis on currently protected properties and areas of significant biodiversity that should be protected in future
- Work with Biodiversity Inventory Coordinator to record changes in natural resources, particularly invasive and threatened species
- Work with Easement Stewardship Coordinator on property inspection days to record current state of property and provide GPS support
- Provide maps to the Newsletter Editor and Webmaster as appropriate

Time commitment:

1 - 2 hours per month

GOVERNMENTAL AFFAIRS COORDINATOR

Responsibilities:

- Arrange the date and location for the project, including rain contingency
- Scout the area and formulate a plan for the day's work
- Arrange for supplies and plan for disposal of debris
- Work with the Events Coordinator to arrange for the following:
 - Create postcard to be mailed to the membership announcing the date and details
 - Create poster for Wild Oats and other local businesses announcing the event
 - Call MCC members to encourage volunteers
- Work with a school for community service volunteers
- Arrange for snacks and drinks for volunteers
- Write a newsletter article summarizing the event and submit to Newsletter Editor

Time commitment:

4 hours on months of events
(4 - 6 events per year)

GRANT WRITER

HABITAT RESTORATION COORDINATOR

Responsibilities:

- Arrange the date and location for the project, including rain contingency
- Scout the area and formulate a plan for the day's work
- Arrange for supplies and plan for disposal of debris
- Work with the Events Coordinator to arrange for the following:
 - Create postcard to be mailed to the membership announcing the date and details
 - Create poster for Wild Oats and other local businesses announcing the event
 - Call MCC members to encourage volunteers
- Work with a school for community service volunteers
- Arrange for snacks and drinks for volunteers
- Write a newsletter article summarizing the event and submit to Newsletter Editor

Time commitment:

4 hours on months of events

(4 - 6 events per year)

HOOSIER RIVERWATCH COORDINATOR

Responsibilities:

- Attend Hoosier Riverwatch training day at Fort Harrison State Park (one time event)
- Working with Events Coordinator, schedule 4 annual Hoosier Riverwatch stream testing days
- Coordinate and supervise stream testing volunteers
- Assure that test results are posted to IDNR Hoosier Riverwatch database

Time commitment:

- 1 training day (one time event)
- 1 Saturday quarterly

MAILINGS COORDINATOR

Responsibilities:

- With information from the Membership Coordinator and Solicitation Database Coordinator, arrange for the mailings of renewal notices, new direct mailings and special mailings
- Write the text of the mailings
- Arrange for the printing
- Arrange for volunteers and coordinate the folding, stuffing and stamping of all mailings (Volunteers can be family members, friends, students, MCC Board members, but should NOT be selected from the regular MCC membership ranks.)
- Coordinate with Newsletter Editor to mail quarterly newsletter

Time commitment:

Newsletter: 30 minutes quarterly

Mailings: 3 times per year,
30 minutes monthly plus
4 hours (with proper staffing)
for each mailing

MEMBERSHIP AND SOLICITATION DATABASE COORDINATOR

Responsibilities:

- Maintain the database of members' information
- Use the database to form lists of members to be sent renewal notices
- Use the database to form lists of members available or interested in each category of volunteer activity
- Maintain a database of mailing names and addresses, dates mailed and responses
- Three times per year, provide the appropriate list of names to the Mailing Coordinator for mailings
- Find volunteers that are available during business hours to visit Township Assessor's Offices and coordinate the work to add names to the mailing database

Special requirements:

Computer experience and access to laptop

Time commitment:

Database and list maintenance: 30 minutes monthly

Data collection: 4 hours quarterly

MUD CREEK WATERSHED HISTORIAN

Responsibilities:

- Create an archive of information relating to the Mud Creek watershed, both pre and post settlement
- Working with Indiana Historical Society and Fort Harrison State Park staff identify relevant historical and archeological sites in the watershed, form alliances that might lead to permanent preservation of these sites in partnership with Indiana Historical Society and other interested organizations
- Supply quarterly series of articles for newsletter

Time commitment:

2-3 hours per month

NEWSLETTER EDITOR

Responsibilities:

- Solicit articles from MCC board members, coordinators and volunteers
- Compile a quarterly newsletter
- Work with MCC Photographer to add pictures to the newsletter.
- Provide finished newsletter to Mailings Coordinator for mailing

Time commitment:

PHOTOGRAPHER

Responsibilities:

- Work with Easement Stewardship Coordinator on MCC's annual Easement Inspection Day to document the current condition of MCC's nature preserves and protected properties
- At the request of the Events Coordinator, attend and photograph MCC events
- At the request of the Newsletter Editor, provide photographic support for the MCC newsletter

Special requirements:

This role is ideally filled by an experienced photographer, (not necessarily professional) capable of taking presentation quality digital photos, primarily outdoors.

Time commitment:

SPEAKERS' BUREAU COORDINATOR

Research Responsibilities:

- Make calls and contacts to arrange for the speaker to speak before groups
- Develop new slides based on recent acquisitions, cleanup efforts, wildflowers or other items to be saved, etc.
- Recruit volunteers for assistance with these activities
- Write articles for the newsletter as appropriate

Speaking Responsibilities:

- This role is ideally filled by the MCC Board President and/or the Executive Director
- Prepare a short talk on MCC, its purpose and goals and be prepared to speak to neighborhood associations, service organizations and other interested groups.

Time commitment:

Research: 30 minutes monthly
Speaking: As needed

WEBMASTER

Responsibilities:

- Keep website current, working in conjunction with MCC Photographer following MCC events and new property acquisitions
- Maintain MCC website adding new web pages as needed
- Work with the Newsletter Editor to post latest newsletter to the website
- Maintain and update website links relevant to MCC's mission, including affiliated organizations and other links of interest

Special requirements:

Expertise in web design and maintenance access to computer and web design software

Time commitment:

1 hour per month

CONTACT INFORMATION

If you are interested in working on any of the volunteer opportunities listed in this brochure or have additional questions, please contact us at:

Phone:

317.466.2320
317.985.0992

Email:

frank@MudCreekConservancy.org

New and updated volunteer opportunities can be found on our website:

www.MudCreekConservancy.org

and on the United Way website:

www.volunteersolutions.org/uwci/volunteer