

Volunteer Jobs Available for the Wolf Creek Stream Team

1. Data Entry

Use Microsoft Excel spreadsheet to enter stream data collected from fieldwork. Knowledge of Excel helpful. Training provided if necessary.

2. Data Analysis

Use compiled SQM data to perform various analyses and illustrative graphs; methods of analysis are still being developed, but the goal is to create meaningful comparisons between various parameters, monitoring locations, and trends, suitable for publicity purposes

3. Grant writing

Research possible funding sources; write and submit proposals to fund Stream Team activities.

4. Supply Ordering

Manage records of past purchases and supplies. Create standard list of annual supplies needed and place order each January. Maintain list of equipment needed for possible purchase as the budget allows.

5. Publicity

- a) Press releases - maintain media database and personal contacts with editors of area newspapers and electronic newsletters. Write short articles pertaining to Stream Team current events and submit for publication
- b) Newsletter Editing - use Microsoft Publisher to create and edit articles for bimonthly or quarterly newsletter of Stream Team current events. Requires good writing skills, frequent communication with Coordinator and some research.
- c) Web Site Editing / Maintenance - document current Stream Team activities and related events; update / remove time sensitive information as needed; develop new links as described above; promote upcoming events, highlight accomplishments etc.
- d) Brochure distribution - Maintain supply of various printed brochures; place orders with printer as needed; distribute copies as requested by volunteers for personal distribution