



Natural Resources Conservation Service
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July 14, 2008

KANSAS INTRAOFFICE BULLETIN NO. KS360-8-1

SUBJECT: PER - Earth Team Volunteer Coordinator - State Office

Action required by: July 25, 2008

Purpose. To solicit nominations for the subject coordinator

Expiration Date. September 30, 2009

The Earth Team (ET) Volunteer Program has an opening for a volunteer coordinator for the State Office (SO). This three year term appointment will begin October 1, 2008, and extend to September 30, 2011.

The purpose of the ET is to expand Natural Resources Conservation Service services by using volunteer time, talent, and energy to help meet agency needs.

Duties of the SO ET Volunteer Coordinator include:

- Coordination of volunteers within the SO and at the Plant Materials Center (PMC)
- Providing needs assessment guidance and advice to SO sections and the PMC
- Entering volunteer data into the National ET database
- Attending quarterly ET Volunteer Coordinator meetings
- Volunteer recognition

The incumbent will be provided one-on-one training by the State ET Volunteer Coordinator and will attend regional training August 19-20, 2008, in Des Moines, Iowa, to better prepare him/her for this collateral duty.

If you are interested in serving in this capacity, please complete the attached nomination form, route through proper channels for supervisor concurrence, and submit to Grace McGrath no later than **July 25, 2008**.

Contact: Grace McGrath, 785-823-4521 or grace.mcgrath@ks.usda.gov

(Signed)

ERIC B. BANKS
State Conservationist

Attachment

DIST: S(E)