



## **Position Description**

### **Manager of Volunteer Programs – Full Time**

Westchester Parks Foundation engages the public to advocate for and invest in the preservation, conservation, use, and enjoyment of the 18,000 acres of parks, trails, and open spaces within the Westchester County Parks system. Our programs and activities are focused on enhancing our park system and the experience of the community within them.

The Volunteer Manager position is integral to WPF's mission, supervising at least one Volunteer Coordinator and seasonal interns, overseeing all volunteer program activities, and leading groups of all sizes through our stewardship initiatives. Since 2015, we have hosted over 12,000 individuals and given over 37,000 hours of service to the park system through our volunteer program.

The Volunteer Manager will be responsible for maintaining the growth of our on-going volunteer program, which includes the recruitment, training, placement, management and retention of volunteers for stewardship projects throughout the Westchester County Park System. The ideal candidate will continue to grow the program through a combination of community and corporate outreach.

#### **Job Responsibilities:**

- **Programs**
  - Continue to build upon our recruitment and outreach program to enroll and retain active volunteers. Outreach will include, but not be limited to school groups, civic organizations, scouts, citizens, students needing community service credits for graduation, and corporations.
  - Work closely with WPF's leadership team, and the Westchester County Department of Parks, Recreation and Conservation to develop volunteer stewardship projects, coordinate the scheduling and supervise the activities. This translates to several projects per month and multiple projects per week in the high seasons.
  - Continue the expansion of WPF's "Adopt a Park" program.
  - Lead the planning for WPF's annual "Pitch in for Parks" county-wide volunteer service program scheduled around Earth Day.
  - Conduct corporate volunteer service days and expand the current roster of participants.
- **Messaging**
  - Strengthen public understanding of Westchester Parks Foundation and the County Park System through education at volunteer and other outreach events.
  - Assists in the development of marketing materials and presentations to promote volunteerism and educate the community; promote volunteer opportunities on website, newsletter and social media.
  - Maintain communication and on-going engagement with volunteers before and after project completion.

- Administration
  - In partnership with the Executive Director, Deputy Executive Director, and Director of Community Engagement, develop long-term goals for fundraising to support the activities of our volunteer program.
  - Participate in finding grant application and sponsorship opportunities and contribute to the writing and application process(es).
  - Screen volunteer applicants to ensure a positive experience for the volunteer and the park staff.
  - Conduct orientation and training sessions, as necessary, for WPF Volunteers and continually review and revise specific rules and regulations pertaining to volunteer activities as circumstances dictate.
  - Manage the activities and workload of at least one Volunteer Coordinator, and seasonal interns throughout the year.
- Data Management
  - Track and maintain a database of volunteers, their duties, and their hours of work.

### **QUALIFICATIONS**

- Education
  - Bachelor's Degree in a field related to parks or open space preferred.
- Professional Experience
  - 1-3 years of experience leading volunteer stewardship projects
- Organizational Skills
  - Comfort delivering information to large groups in a volunteer training setting;
  - Excellent verbal/written communication skills;
  - Ability to handle a variety of responsibilities simultaneously and to set priorities in order to complete assignments in an efficient, accurate and timely manner;
  - Comfort in working in a team oriented, consensus driven environment;
  - Strong presentation and meeting facilitation skills;
  - Computer skills: familiarity with Microsoft Office Suite and video conferencing tools.
- Personal Qualities
  - Positive, professional and accommodating attitude;
  - Ability to interact with all levels of staff, members, board and committee members;
  - High level of integrity in dealing with confidential and sensitive information.
- Ability to work flexible hours, including evening and weekend requirements.

### **COMPENSATION**

**\$55,000 annually, which will include weekends and some evening requirements.** Subject to annual review and evaluation. Probationary period of not less than three (3) months and ending after no more than six (6) months upon successful completion. Medical, dental, vision benefits available, 403(b) plan, two weeks vacation and compensatory time eligible.

To apply, send cover letter and resume to Christine La Porta, Deputy Executive Director, and Erin Cordiner, Director of Volunteer Programs at [christine@thewpf.org](mailto:christine@thewpf.org) and [erin@thewpf.org](mailto:erin@thewpf.org). No phone calls or office visits, please.