



## Position Description Volunteer Coordinator – 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 include Bicycle Sundays on the Bronx River Parkway, Camp Morty, and Westchester's Winter Wonderland, among others. Our programs and activities are focused on enhancing our park system and the experience of the community within them.

The Volunteer Coordinator position is integral to WPF's mission, assisting the Manager of Volunteer Programs in leading groups of all sizes through our stewardship initiatives. Since 2015, we have given over 45,000 hours of service to the park system through our volunteer program.

Under the supervision of the Volunteer Manager, the Volunteer Coordinator will maintain our on-going volunteer program, which includes the recruitment, training, placement, management and retention of volunteers for stewardship projects throughout the County Park System. The ideal candidate will also seek 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 the Volunteer Manager, Volunteer Coordinator and Department of Parks, Recreation and Conservation to develop volunteer stewardship projects, coordinate the scheduling and run the projects on site with volunteers. This translates to several projects per month and multiple projects per week in the high seasons.
  - Assist with the expansion of WPF's "Adopt a Park" program.
  - Assist in the coordination of annual "Pitch in for Parks" county-wide volunteer service program scheduled around Earth Day and solicit sponsorships for event.
  - Conduct the existing corporate volunteer service days and expand the current roster of corporate partners.
- **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**
  - Work with volunteers 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.
  - In partnership with the Deputy Executive Director, Volunteer Manager, and Development Director, develop long-term goals for fundraising to support the activities of our volunteer program.

- Respond to all inquiries in an appropriate and timely manner to demonstrate to others the importance of our partnerships.
- 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
  - 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;
  - Ability to manage a project from start to finish while meeting deadlines and provide clear communication to all involved parties;
  - Comfort in working in a team oriented, consensus driven environment;
  - Strong presentation and meeting facilitation skills;
  - Experience delivering information to large groups in a volunteer training setting;
  - Proven computer skills: familiarity with Microsoft Office Suite;
  - Comfort driving a commercial van and/or pickup truck with clean driving record.
- 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

\$42,000/year, 40 hours per week 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, three weeks vacation eligible.

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