Position Description
Volunteer Coordinator – Part 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, 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 Director of Volunteer Programs in leading groups of all sizes through our stewardship initiatives. Since 2015, we have hosted nearly 10,000 individuals and given over 30,000 hours of service to the park system through our volunteer program.

Under supervision of the Volunteer Director, 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 Director and 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.
  - 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.
  - Conduct the existing 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
  o Screen all volunteer applicants to ensure a positive experience for the volunteer and the park staff.
  o 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.
  o In partnership with the Deputy Executive Director, Volunteer Director, and Development staff, develop long-term goals for fundraising to support the activities of our volunteer program.

• Data Management
  o Track and maintain a database of volunteers, their duties, and their hours of work.

QUALIFICATIONS

• Education
  o Bachelor’s Degree in a field related to parks or open space preferred.

• Professional Experience
  o 1-3 years of experience leading volunteer stewardship projects

• Organizational Skills
  o Excellent verbal/written communication skills;
  o Ability to handle a variety of responsibilities simultaneously and to set priorities in order to complete assignments in an efficient, accurate and timely manner;
  o Comfort in working in a team oriented, consensus driven environment;
  o Strong presentation and meeting facilitation skills;
  o Comfort delivering information to large groups in a volunteer training setting;
  o Proven computer skills: familiarity with Microsoft Office Suite.

• Personal Qualities
  o Positive, professional and accommodating attitude;
  o Ability to interact with all levels of staff, members, board and committee members;
  o High level of integrity in dealing with confidential and sensitive information.

• Ability to work flexible hours, including evening and weekend requirements.

COMPENSATION

$20/hour, 20 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. There are no benefits associated with this position.

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 and erin@thewpf.org. No phone calls or office visits, please.