



November 2018

## JOB OPPORTUNITY Education & Volunteer Programming Coordinator

Are you an educator/environmentalist who wants to engage the next generation? Then join our team of committed park advocates. We are currently looking for an energetic and inspiring **Education & Volunteer Programming Coordinator** who can both engage volunteers in forest restoration, park maintenance and environmental educations, and manage motivated youth groups (our teen Youth Leadership and Green Team Programs and our Canopy Classroom for elementary students) all in support of the historic Emerald Necklace park system designed by Frederick Law Olmsted.

### **VOLUNTEER PROGRAM RESPONSIBILITIES**

*Reporting to the Field Operations Manager, you will be charged with developing and implementing a comprehensive outreach/recruitment program to enroll, lead, and retain active volunteers, including business institutions, civic organizations, scouts, and school groups.*

#### **Programs**

- Work closely with Field Operations Manager to develop volunteer stewardship projects, coordinate scheduling, and lead these activities including: the annual Muddy River cleanup; monthly woodland stewardship events; paid corporate events; and Tuesday with Roses.
- Develop, implement, and manage adult education activities.
- Supervise Volunteer Ambassador Program to strengthen the public's understanding of the Emerald Necklace Conservancy through education and outreach events.

#### **Administration**

- Conduct orientation and training sessions for all volunteers and enforce the rules and regulations pertaining to volunteer activities.
- Track and maintain the volunteer database. Use data to create useful program evaluation tools that track results and that clearly display the program's performance.
- Develop marketing materials and presentations that promote volunteerism and educate members of the public; in collaboration with marketing staff, promote volunteer opportunities on website, newsletter, and social media.
- Implement and conduct exemplary volunteer recognition protocols.

### **EDUCATION PROGRAM RESPONSIBILITIES**

*Reporting to the Director of Education, you will be also charged with coordinating, leading and managing our daily Green Team summer youth program, and our fall/winter Youth Leadership Program activities geared at 15-18 year old participants.*

#### **Programs**

- Create and facilitate environmental education lessons and activities for teen program participants.
- Assist in the coordination and facilitation of life and earth science activities and field trips for the Canopy Classroom Program geared at 3<sup>rd</sup>-graders.

#### **Administration**

- Assist Director of Education in interviewing and selecting program participants for both Green Team and Youth Leadership Program.
- Conduct outreach to schools, students and teachers about education programs.
- Disseminate pertinent program information to program participants via phone, e-mail etc.
- Maintain accurate time sheets and record of work done, for internal and external tracking purposes.
- Lead weekly meetings of the Green Team Crew Leaders and Assistant Crew Leaders.
- Follow risk management protocols and procedures, including maintaining near-miss and injury paperwork.

## QUALIFICATIONS

The successful Education & Volunteer Programming Coordinator will demonstrate an ability both to work effectively with youth and adults and to use strong volunteer management and administrative skills in a fast-paced and dynamic environment. You will be eager to work in a mission-focused non-profit organization and to seek maximum impact from limited resources. You will need to present the following:

- 2 years of experience successfully leading and/or teaching teens and/or elementary-school age children
- 1-2 years of experience creating lesson plans
- College degree, preferably in education, forestry, ecology, environmental science, landscape design, outdoor leadership, or related field
- Valid First Aid and CPR Certification before the start of the program\*
- Driver's license in good standing; must be able to drive a 12- and 15-passenger van
- Clear Criminal Offender Record Information (CORI) and Sexual Offender Registry Information (SORI) record
- Proficiency in Microsoft Office Suite of products (Word, Excel, PowerPoint, Outlook)
- Flexible and positive attitude
- Demonstrated interest in the mission of the Emerald Necklace Conservancy

### Physical Requirements:

- Must be able to lift up to 40 pounds, squat, and work outside for extended periods of time.

In addition, it would be helpful to have the following:

- Experience working in an outdoor leadership role including facilitating team-building initiatives
- Ability to manage projects, timelines, budgets
- Strong follow-through with stakeholders
- Proficiency in Raisers Edge or other volunteer/donor management software
- Proficiency in GIS

*\*Alternatively, upon hire, the selected candidate will be required to gain First Aid and CPR Certification as soon as possible. Certification will be paid for by the Emerald Necklace Conservancy.*

This is a full-time position to begin December 2018/January 2019. The Emerald Necklace Conservancy offers a full compensation package, including generous benefits. For more information about the mission and work of the Emerald Necklace Conservancy, please visit our website: <http://www.emeraldnecklace.org/>

**TO APPLY:** Please send a thoughtful cover letter highlighting your relevant experience and skills along with your resume to to: [hr@emeraldnecklace.org](mailto:hr@emeraldnecklace.org) no later than Tuesday, November 20, 2018. Resumes will be reviewed on a rolling basis.

***Emerald Necklace Conservancy is an equal opportunity employer and seeks to recruit a diverse staff.***