2020-2021 AmeriCorps
Member Position Description

Host Site Name: Van Cortlandt Park Alliance
Position Title: Vital Volunteers Program Coordinator
Location: 80 Van Cortlandt Park South, Bronx, NY 10463
Tentative Schedule: M-F, 9:00am to 5:00pm (2 Saturdays a month)

# of Member Slots in this Position: 1

Need for the specific project on which AmeriCorps Member is serving:
This position offers the opportunity to work in one the New York City’s flagship parks, Van Cortlandt Park, on a small team that helps preserve, support and promote the recreational, ecological and historical value of the Park. The Van Cortlandt Park Alliance coordinates over 2,000 volunteers per year to assist in the maintenance in the Park. As part of the Research and Stewardship team at the Alliance, the member will perform the daily duties of running the newly created Vital Volunteers Program in the Park. This program allows for dedicated volunteers to become trained in maintaining a section of hiking trail within the park through trash removal, replacing trail markers and reporting issues. Through coordination of the Vital Volunteers Program, the member will gain experience in volunteer and community engagement, creating training protocol, and data management. The member will also have the opportunity to learn more about the ecology and biology of Van Cortlandt Park.

Expectations and Goals for the specific project on which AmeriCorps Member is serving:
The NYC Civic Corps member will support the expansion of stewardship opportunities with the Van Cortlandt Park Alliance and the development and management of the Vital Volunteers program. The member will aid in recruiting volunteers for the program, developing and implementing training protocol and managing volunteers time and workloads. In addition, the member will assist Van Cortlandt Park Alliance staff in running stewardship programs within the Park. These stewardship programs consist of invasive plant removals, planting of native trees and shrubs, hiking trail maintenance and trash removals.

Member Position Summary:
The AmeriCorps Member will recruit volunteers, develop training protocol and train volunteers, and manage the volunteers work all through the Vital Volunteers Program. This programs goal is to increase the capacity of volunteers in Van Cortlandt Park by training volunteers in hiking trail maintenance. The trained volunteers will then be given a trail to maintain in Van Cortlandt Park. The AmeriCorps member will manage these trained volunteers. In addition, the member will assist in building capacity of our stewardship programs in Van Cortlandt Park through overseeing volunteers during scheduled Van Cortlandt Park Alliance events. The Vital Volunteers Program Coordinator will spend 50% of their time in the office managing and inputting volunteers workload, developing training materials, and responding
to volunteer inquiries, 10% of their time recruiting new volunteers for the Vital Volunteers program, 5% of their time training volunteers on trail maintenance protocol, and 35% of their time outside within Van Cortlandt Park running volunteer programs (removal of invasive plants and planting trees and shrubs).

**Detailed Tasks:**

- Develop training materials for Vital Volunteers on hiking trail maintenance
- Implement training meetings for volunteers to become knowledgeable on trail maintenance and guidelines for the Vital Volunteers program
- Recruit volunteers for the program
- Ensure Vital Volunteers are keeping up with monthly trail maintenance tasks through email
- Monitor volunteers time and workload through tracking system
- Input data on amount of work each volunteer has finished each month
- Fill out permits needed for all stewardship programs
- Manage stewardship events in Van Cortlandt Park including trail maintenance, invasive plant removals, planting native trees and shrubs.
- Respond to volunteer inquiries via phone and email to ensure friendly and timely follow-up

**Required Skills for AmeriCorps Members:**

- Strong commitment to national service and the mission of the host site
- Desire to work in the non-profit sector
- Desire to serve with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Willingness to take initiative to achieve goals
- Strong project management/ multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in New York City
- Availability to lead and/or attend events during evening and weekend hours
- Minimum high school diploma or equivalency
- Ability to pass a criminal background check
- US Citizen or lawful permanent resident

**Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities:**

- Knowledge or background in ecology, biology or other natural science
- Willingness to spend half the time outside in a forested setting
- Careful attention to detail; ability to enter data accurately and efficiently
- Ability to bring a positive and flexible outlook to all interactions with volunteers and staff
- Comfortable communicating via email, on the phone or in person
- Comfort with public speaking
- Ability to maintain regular, punctual attendance to the office or worksite