



JOB ANNOUNCEMENT • SPRING 2023
Volunteer Programs Coordinator
Part-time • Seasonal

Van Cortlandt Park seeks a part-time seasonal Volunteer Coordinator who is organized, outgoing, and happy to work both indoors in an office setting and outdoors in the park.

The **Volunteer Coordinator** will play an essential role in increasing outreach to park volunteers, expanding community group partnerships, and coordinating park stewardship programs in support of VCPA and NYC Parks' efforts. Stewardship programs include maintenance of the 20 miles of trails, restoration and enhancement of 600+ acres of forest, hands-on work in the Garden & Compost Site, and trash removal throughout the park.

Reporting to the Restoration & Stewardship Program Director, the Volunteer Coordinator will help recruit volunteers for stewardship programs, implement training protocols, and manage volunteer time and workload.

Current Volunteer Programs:

- Community Stewardship Events occur monthly on weekends
- Trail Work Wednesdays meet weekly on Wednesdays
- Forest Restoration Fridays meets weekly on Friday
- Vital Volunteers are trained to care for a specific zone within the park's natural areas

Detailed Tasks

- Manage stewardship events in Van Cortlandt Park including introduced plant removals, planting of indigenous trees and shrubs, nature trail maintenance, garden bed maintenance, and trash removals.
- Correspond regularly with active volunteers in VCPA's Vital Volunteer Program. Monitor volunteer time and workload through a tracking system.
- Create outreach and promotional materials for volunteer programs.
- Schedule and coordinate volunteer programs that align with maintenance needs in the park.
- Recruit volunteers for stewardship programs in the Park through outreach and engagement of community groups. Build and foster relationships with these groups.
- Increase the number of volunteers and community groups reached.
- Maintain clear and regular communication with volunteers about upcoming events and opportunities.
- Input data on the amount of work volunteers have completed.
- Develop and present training materials for volunteers on trail maintenance and forest restoration.
- File proper permitting needed for all volunteer programs.
- Respond to volunteer inquiries via phone and email to ensure friendly and timely follow-up.

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

- Knowledge or background in ecology, biology, or other natural science
- Proficient in both English and Spanish language
- Willingness to spend 50% of time outside, in a forest 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.

Seasonal Position:

- February 2023 to June 2023 with the possibility of extension.
- 21 hours per week (3-4 days per week)
- Wednesday-Fridays, 8:00 am-4:00 pm
- Occasional Saturdays, 8:00 am-4:00 pm

Salary: \$18-\$20/hour depending on experience

Reports to: Restoration & Stewardship Program Director

Send resume and 3 references to john@vancortlandt.org.
Applicants will be interviewed until the position is filled.

Van Cortlandt Park Alliance

Preserves, supports, and promotes the recreational, ecological, and historical value of Van Cortlandt Park. The organization raises funds to support the park, oversees 2,000+ volunteers per year, educates over 1,000 students, and provides cultural and environmental programming for the public, encouraging them to become stewards of their beloved green resource in the Bronx.

Please support our work – sign up to volunteer or donate today!

For more information, visit vancortlandt.org.