



JOB ANNOUNCEMENT

Supervisor of Volunteers • Full-time

Van Cortlandt Park Alliance seeks a full-time Supervisor of Volunteers who is organized, outgoing, and happy to work mostly outdoors in the park.

About Van Cortlandt Park Alliance

Van Cortlandt Park Alliance (VCPA) is the park's recognized nonprofit partner, preserving, supporting, and promoting the ecological, recreational, and historical value of Van Cortlandt Park. VCPA raises funds in support of the park's operations, oversees 2,000+ volunteers per year, educates 2,000+ students, and provides cultural and environmental programming for the public, encouraging participants to become stewards of this flagship park. Owned and operated by the City of New York/NYC Parks, Van Cortlandt Park is located in the Northwest Bronx; at 1,146 acres, it is the third largest park in the city.

The Position

Reporting to the Deputy Director and working closely with other VCPA staff, the **Supervisor of Volunteers** will lead adult and teen volunteers in stewardship programs and implement training protocols to ensure safe and effective volunteer projects throughout the park.

The **Supervisor of Volunteers** will play an essential role in leading and expanding park stewardship programs in support of VCPA and NYC Parks' efforts. Stewardship programs include hands-on maintenance of the 20+ miles of trails, restoration and enhancement of 600+ acres of forest, wetlands, pond, and the Learning Garden, and support maintenance of many other locations throughout the park.

Current Volunteer Programs Include:

- **Community Stewardship Events** occur monthly on weekends
- **Weekly Crews:** Tune-Up Tuesdays at Garden, Wetland or Woodlawn Wednesdays (depending on season), Trail Work Thursdays and Forest Fridays
- **Vital Volunteers** are trained to care for a specific zone within the park's natural areas
- **Scheduled Group Projects** working with schools, nonprofits, and corporations

Responsibilities

Lead stewardship events that include planting indigenous trees and shrubs, removal of unwanted plants, trash removal, sustaining trails, garden beds, ballfields, courts, dog runs, etc.

Natural Area Restoration

- Identify and remove non-indigenous plant species from within the Van Cortlandt Park forest in efforts to increase the health of the forest;
- Plant a variety of native trees and shrubs to contribute to ecosystem restoration efforts, and;
- Remove invasive aquatic species, including water chestnut from Hester & Piero's Mill Pond through the removal of water chestnut and other invasive aquatic species.

Trail Work

- Repair historic cross country running course, addressing erosion and wear;
- Prune and clear trail corridors of vegetation encroachment and forest debris, and;
- Construct a variety of trail features, including turnpikes, puncheons, waterbars, check steps and rock staircases.

Learning Garden Cultivation

- Plant, weed, and water, garden beds. Harvest and record produce;
- Work to fill, chop, and sift compost;
- Preserve pathways and seating areas, assist with general upkeep of supplies, fences, garden beds, trellises, and other garden structures.

Dog Runs, Ballfields, Courts, etc. Support

- General support of dog run including mowing, raking, mulching, and trash removal.

General

- Practice clear and regular communication with VCPA staff about projects.
- Regular worksite review and assessment.
- Input data to reflect work volunteers have completed.
- Maintain tools and equipment while following established safety protocols, and
- Represent VCPA at community or tabling events outside the park.
- Create content for social media pertaining to programs and events.
- Office support and other tasks as needed.
- Participation in fundraising, educational, community, and other events.
- Assist in program-related grant proposals and report writing.
- Prepare reports to be submitted to the Executive Director.

Qualifications

- College degree in environmental science or related field or at least 1 year of trail restoration, forest restoration, garden restoration or related experience.
- Strong leadership skills.
- Experience working with volunteers/community members.
- Ability to work independently and as part of a team.
- Ability to lift at least 50 pounds.
- Ability to think on your feet and problem-solve.
- Previous experience with hand tools such as shovels, pick ax, crow bar, and hand saw.
- Ability to work outdoors in all weather conditions.
- First Aid and CPR Certification (desired).
- NYS Driver's License.
- Will need to work scheduled programs on weekday evenings and weekends, as well as special events

Full-time Permanent Position

- Starting ASAP
- This is a 2-year, grant funded position
- 35 hours per week
- Schedule varies but typically from 8am to 4pm with occasional evenings and at least 2 Saturdays per month

Salary: \$45,000 to \$48,000 per year depending on experience. Health benefits with employee contribution and matching Simple IRA contributions after 90 days.

Send a cover letter, resume and 3 references to christina@vancortlandt.org.

Applicants will be interviewed until positions are filled.

For more information, visit vancortlandt.org