

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement

2/2/2022

Volunteer Services Coordinator

Conservancy for Cuyahoga Valley National Park enriches people's lives and enhances our region by inspiring use, preservation, and support of Cuyahoga Valley National Park. We provide spaces for people to experience a thriving community and are a well-managed and sustainable organization, empowered to accept new challenges and explore new opportunities. Relationships with individuals, organizations and surrounding communities are at the center of the work we do.

The Conservancy for CVNP is seeking a passionate, personable, and enthusiastic individual to join the Volunteer Management Office team. This position works closely with park staff and the public to engage volunteers in a variety of opportunities to support CVNP.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

We encourage you to consider the Conservancy for CVNP in the next step within your professional development. Apply today and join our team!

Position Description, Essential Duties (other duties as assigned):

- Manage aspects of Volunteer database (Volgistics) - reports, volunteer agreements, service hours, trainings, recognitions and awards, calendars.
- Manage the award recognition process - pulling reports, ordering recognition items, notifying volunteers, tracking RSVPs, getting staff participation, execution of event, mailing items to those that couldn't attend.
- Assist with set up and logistics of volunteer events and activities including the Volunteer Enrichment Series, Social Events, Appreciation events, and others as needed.
- Assist with planning and implementation of scheduled Days of Service, volunteer events and corporate volunteer events; handle logistics, communications, registration, photography, statistics, and follow up.
- Work with volunteer supervisors to continuously recruit and onboard volunteers for already existing positions, and to develop new positions that enhance the park.
- Oversee the onboarding process, including processing applications, tracking trainings, orientations, certifications, uniform distribution, and volgistics training.
- Serve as front line voice and face of the VMO by managing phone calls, emails, and office visitors.

Minimum Qualifications:

- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.

- High School degree or equivalent required. Qualifications represented by Bachelor's degree or experience in marketing, communications, nonprofit management, parks and recreations, or a related field.
- Experience preferred in database management, volunteer management, project management, marketing, customer service, and the nonprofit sector.
- Demonstrate computer literacy- proficient in usage of Excel, Word, Outlook, Volgistics.
- Excellent interpersonal and communication skills.
- Demonstrate self-motivation, adept at balancing multiple priorities and meeting deadlines, and comfortable handling multiple competing tasks.
- Employee must have a valid driver's license, evidence of insurability, and meet our driving record policy due to use of a government or Conservancy owned vehicle. Employee will be required to participate in and pass the government Defensive Driving course.
- Reliable transportation is required.
- Demonstrate ability to balance collaborative work in team setting with independence.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment. Background checks may be subject to repeat every five (5) years. Employees of who will be working around children must be fingerprinted for criminal record check for the state of Ohio and/or an FBI, and fingerprint checks are repeated every five (5) years. All employees working with children must also sign an Annual Voluntary Disclosure Statement and will be checked against the National Sex Offender Database website on an annual basis.
- Must be able to work 8:30am-4:30pm Monday through Friday, with occasional evenings and weekends scheduled with advanced notice.
- The policy of the Conservancy is that all employees entering the workplace must be fully vaccinated against COVID-19. Requests for accommodation for religious or medical reasons will be evaluated in accordance with applicable law.

Status/Pay/Benefits: Full-Time, non-exempt, \$14.40 per hour. Excellent benefits package including medical, dental, and vision coverage, a fully vested 403(b) retirement plan, and generous leave time.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading **Volunteer Services Coordinator**. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.