

Position Title: Volunteer Coordinator

Reports to: Outreach Manager

Status: 1 FTE, exempt

POSITION SUMMARY

About Greenbelt Land Trust

Greenbelt Land Trust is an accredited land trust based in Corvallis, Oregon. Our mission is to protect native habitats, working lands, and lands of natural beauty which provide a connection to the natural world for mid-Willamette Valley residents. Since 1989, we have protected over 3700 acres of native prairies, forests, floodplain habitats and working lands through conservation easement and acquisition.

Our vision is a thriving, healthy environment for all. We believe that by protecting and taking care of natural lands, we will all be better off. Our air and water will be cleaner, our fish and wildlife more abundant, our working lands more productive, and our communities, families, and children will be healthier. That's our mission and the vision that we've been making a reality for 32 years in the Mid-Willamette Valley.

The Role of the Volunteer Coordinator

The Volunteer Coordinator will build upon a volunteer program designed to increase and retain support for Greenbelt's mission, increase capacity in land management and stewardship, and provide outreach and engagement opportunities in our service area. The Volunteer Coordinator will serve as the lead staff person for volunteer recruitment, communication, training, and retention, and tracking of volunteer program success. This position is part of Greenbelt's Outreach Team to ensure coordination of volunteer experiences in alignment with Greenbelt's outreach and stewardship goals. The Volunteer Coordinator will oversee management and maintenance of public trails on Greenbelt lands, and represent Greenbelt in local and regional trail partnerships, and local environmental education partnerships. The Volunteer Coordinator will assist with outreach, communications, and marketing efforts, including leading outreach programs and producing communications materials.

This position requires a flexible schedule with regular weekend, and some evening work. To be successful in this role you should be interested in volunteerism and conservation. You should have strong interpersonal and communication skills, an appreciation and adeptness for multitasking, a commitment to creativity and taking initiative, and sustained enthusiasm for working with the public.

All positions at Greenbelt Land Trust are active in the organization's commitment to equity, diversity, and inclusion (EDI), and will participate in efforts to integrate the values of EDI into Greenbelt's daily operations and program governance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Volunteer Coordination and Recruitment (65%)

- Develop and manage all aspects of the Greenbelt volunteer experience including:
 - Managing all communication with volunteers
 - Developing trainings, safety guidelines and protocols for volunteers
 - Working with staff to create volunteer positions, events, and opportunities that meet stewardship, outreach, conservation and administrative goals
 - Organizing and maintaining volunteer program equipment
 - Organizing and leading volunteer work parties and events
 - Organizing and leading group and corporate volunteer experiences
 - Developing and supervising individual volunteer positions
 - Developing and managing internship opportunities and placements, including intern supervision
 - Tracking volunteer hours and accomplishments and entering data into database
 - Developing volunteer recognition opportunities and events
 - Managing volunteer program budgets and expenses

- Recruit and place volunteers including:
 - Establishing volunteer recruitment and engagement goals that align with Greenbelt's EDI goals while tracking success
 - Managing communication with potential volunteers, and developing volunteer recruitment strategies and venues
 - Recruiting corporate and organizational volunteer groups
 - Representing Greenbelt at community events

Trails and Land Management: (20%)

- Coordinate trails, land, and facilities management including
 - Leading Greenbelt's public trails management program
 - Representing Greenbelt in trails partnerships
 - Performing basic trail maintenance tasks using hand tools and power equipment
 - Coordinating maintenance of Bald Hill Farmhouse
 - Assisting with ecological restoration and land management tasks as needed

Outreach and Communications: (15%)

- Serve as a member of the Outreach team including:
 - Representing Greenbelt in environmental education partnerships
 - Assisting with outreach programming
 - Assisting with Greenbelt public events
 - Producing communications content and collateral

QUALIFICATIONS

1. A basic knowledge of land conservation and the work of land trusts
2. Exceptional interpersonal skills and a natural lean toward getting to know people and communicating with them
3. Demonstrated ability to work collaboratively, accept responsibility, and motivate others
4. Demonstrated commitment to promoting and enhancing diversity, equity, and inclusion

5. Comfort working in an office setting and outdoors in all weather conditions
6. Comfort in leading groups and public speaking
7. A knowledge of trends in nonprofit volunteer management
8. Proficient in Microsoft Office
9. Demonstrated ability to work independently and collaboratively as part of a team
10. Problem-solving and organizational skills with attention to detail and recordkeeping
11. Ability to regularly work weekend days and occasionally work evenings
12. Ability to traverse a minimum of one mile on and off trail
13. Experience with or willingness to learn safe use of hand and power tools: saw, lopper, shovel, chainsaw, weed whip, etc.

PREFERRED

1. Experience working with volunteers, managing volunteer programs, planning and coordinating volunteer experiences
2. Proficient in Spanish
3. Experience using power hand tools and equipment: chainsaw, tractor, etc.
4. Experience in trail maintenance or design
5. Experience in ecological restoration and land management

COMPENSATION

Starting salary range is \$46,000 - \$49,000 DOE. Greenbelt Land Trust provides a group health plan, dental, vision, and short and long term disability benefits, retirement, and generous paid time off. This is a full-time exempt position, based in Corvallis, Oregon. Greenbelt Land Trust is an equal opportunity employer. We are committed to a diverse and equitable workplace and encourage people from underrepresented groups to apply.

TO APPLY

With 'Volunteer Coordinator' in the email subject line, email a cover letter and resume, contact information for three references, and a 250 word statement on why equity is an important value in your personal and/or professional life to:

jobs@greenbeltlandtrust.org (Applications are only accepted electronically)

Deadline: March 5th, 2021. Application review will begin March 5, 2021. This position will remain open until filled.