



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. We are honored to have been listed within the top 100 Best Nonprofits to work for in Oregon. Since 1989, we have protected over 3,700 acres of native prairies, forests, floodplain habitats, trails and working lands.

Our vision is a thriving, healthy environment for all and our work is oriented around three strategic areas: climate resilience, community wellbeing, and social justice. We believe that by protecting and taking care of the lands and waters of the Willamette Valley, 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 the vision that we've been making a reality for 33 years in the Willamette Valley.

We are enthusiastically launching our search for our next team member to help carry this work forward.

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. Trails are a significant component of this position - the Volunteer Coordinator will oversee management and maintenance of public trails on Greenbelt lands and represent Greenbelt in local and regional trail partnerships. The Volunteer Coordinator will assist with outreach, communications, development, and marketing efforts.

This position requires a flexible schedule with regular weekend and evening work. To be successful in this role you should be interested in volunteerism, conservation and trails. 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: (25%)

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

Outreach and Communications: (10%)

- Serve as a member of the Outreach team including:
 - Assisting with outreach programming
 - Assisting with Greenbelt public outreach 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 weekday 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, and planning and coordinating volunteer experiences
2. Proficient in Spanish
3. Experience using power tools and equipment: chainsaw, weed whip, tractor, etc.
4. Experience in trail maintenance and design
5. Experience in ecological restoration and land management

COMPENSATION

Starting salary range is \$50,000 - \$53,000 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: August 24th, 2022. This position will remain open until filled.

*Please specifically address these points in your cover letter:

1. Your ability to work with and motivate diverse people and groups.
2. Your comfort in working outdoors in varying weather conditions.
3. Your interest in conservation, volunteerism, and trails.