



**Wissahickon Trails** is an esteemed community-based conservation organization headquartered in Ambler, PA.

For more than 60 years, we have been working to protect and restore nature in the Wissahickon Valley, preserving nearly 1,300 acres of critical open space, managing 12 nature preserves, and maintaining 24 miles of trails for public access. We believe people benefit when nature thrives. We are seeking a new member of our team who will have the opportunity to impact local environmental conservation and improve the quality of life in the Wissahickon Valley.

### **Volunteer Coordinator (Part Time)**

The Volunteer Coordinator connects people to our mission by building relationships with volunteers, connecting them with service opportunities and working to increase their level of engagement with the organization and our mission where appropriate.

This position is part time (24 hours per week), nonexempt, and reports to the Engagement Director but works across departments, supporting fundraising events, stewardship projects, and education and outreach efforts. This is both an administrative and outdoor position (varies by season); the Volunteer Coordinator must be able to work outdoors in all types of weather. The person in this role is expected to travel to project sites and preserves via their own transportation, occasionally transporting project materials and supplies as well. The Volunteer Coordinator works closely with people of all ages from the public and therefore must pass background clearances. Evening and weekend availability are required.

### **Essential Duties**

Volunteer Recruitment, Retention, and Administration

- Manage volunteer program, including application, screening and onboarding, portfolio of opportunities across all departments, training, evaluation and feedback process, and risk management.
- Recruit and organize volunteers. Invest time in relationship building with volunteers to strengthen engagement, placement, and retention.
- Manage volunteer database for tracking volunteer hours and engagement.
- Plan and deliver volunteer recognition and training opportunities.

Program, Project, & Event Coordination and Support

- Assist the Development Manager in planning and coordination of large fundraising events by overseeing the planning and event-day coordination and oversight of volunteers.
- Assist the Engagement team in the planning and delivery of programs requiring volunteer support, such as our annual Maple Sugar Festival, Mill Open Houses, Education Programs, and Creek Cleanup. Responsible for planning the volunteer engagement and event-day oversight and coordination of volunteers as needed.
- Assist the Conservation team in planning and delivery of stewardship projects and programs, such as Corporate Service Days, Stewardship Service Days, etc.
- Independently lead volunteer workdays on trails and preserves, including habitat restoration and clean-ups as needed.

### **Core Competencies**

The ideal candidate will meet 75% of these Core Competencies.

- Proven ability to lead volunteers in the field. Experience working with diverse groups from a wide age range strongly preferred.

- Organized and detail-oriented with demonstrated ability to create project plans and manage them from start to finish.
- Working knowledge of issues in volunteer management, environmental education, sustainable trail and habitat management.
- Able to manage a high volume of requests in terms of priority, sensitivity and available assets and resources.
- The ideal candidate cares deeply about the environment and conservation issues and is committed to diversity, equity and inclusion of people who have been historically excluded from the environmental sector.
- Team-oriented with communication, relationship-building, and interpersonal skills.
- Practice personal reflection and self-correction to assure continual professional growth.

### **Physical Demands/Work Environment**

The physical demands and work environment characteristics described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job, unless the requested accommodations would cause undue hardship.

The employee must be able to traverse 1- 4 hours at a time outside at preserves and trails across the watershed. Using hands, arms, and legs to lift, move, or operate field equipment and tools is sometimes necessary (such as using shovels, loppers, drills or moving materials such as potted plants and lumber). It is also regularly required to sit or stand at a desk for hours at a time, stand, walk and operate general office equipment (computer, telephone, file cabinets, copier, fax machine and printer).

### **Compensation**

This is a part-time nonexempt position with an hourly range of \$18-\$20, with paid time off and retirement (401k with up to 5% of pay matched by Wissahickon Trails).

### **About Wissahickon Trails**

At Wissahickon Trails, we work to inspire and engage diverse communities of people in protecting, stewarding and enjoying the land and waterways of the Wissahickon Valley. The board and staff are a collaborative team driven by the belief that people benefit when nature thrives. Hard work is expected, so we have created an office environment that includes a few dogs, optional opportunities for socializing outside of work, staff field trips, and lots of laughs.

**We value a racially, ethnically and culturally diverse work community and encourage applications from people of all backgrounds.** Board and staff committees are working to build an inclusive, equitable, and diverse work environment and organization. Please feel free to ask us about this work! E.O.E.

### **To Apply**

Please submit your resume, cover letter outlining interest and experience, and contact information for three references to Jenn Bilger, Engagement Director, [jenn@wissahickontrails.org](mailto:jenn@wissahickontrails.org). To submit your application in the mail: Jenn Bilger, 12 Morris Rd, Ambler, PA 19002. No phone calls please. Applications reviewed as received.