



Volunteer Coordinator

Teatown Lake Reservation, the largest community supported, non-profit environmental education center in Westchester County, New York is seeking a **Volunteer Coordinator** to work across the organization to recruit, place, and document a robust volunteer corps. This position requires an enthusiastic, detail-oriented, and public-spirited person who will further Teatown's mission to inspire our community to lifelong environmental stewardship. Ideal candidates must have a background in volunteer management, familiarity with database software, and excellent communication skills.

Position Summary: The **Volunteer Coordinator** is charged with coordinating Teatown's overall volunteer program across departments, documenting their collective efforts, and forging connections in the broader community in service of volunteer recruitment.

Principal Duties and Responsibilities:

1. Serve as an interdepartmental liaison to determine volunteer needs across the organization.
2. Represent Teatown at community events and develop relationships with civic and local organizations to recruit/utilize volunteers.
3. Recruit, train, and coordinate special event volunteers for Teatown's flagship events: EagleFest, Pancake Brunch, and PlantFest.
4. Onsite presence to support oversight and management of large volunteer efforts.
5. Maintain and upkeep supplies.
6. Recruit, vet, and manage volunteer intake.
7. Record volunteer data, maintain database of volunteer records, and track hours.
8. Organize annual volunteer recognition event.
9. Responsible for various other duties as assigned.

Position Requirements/Qualifications:

1. Experience recruiting, onboarding, coordinating, and retaining volunteers.
2. Calm, collected demeanor in customer service situations.
3. Ability to work with people of all backgrounds.
4. Strong communication and interpersonal skills.
5. Proficiency in keeping digital and physical records.
6. Ability to work independently, self-starter.

This is a part-time position of 21 hours a week, with the potential to expand into a full-time role in the future. The schedule is set at the mutual discretion of the Volunteer Coordinator and Director of Education. Occasional weekend work required. This position will be performed in person and on-site at Teatown Lake Reservation, with occasional remote work.

Benefits:

Because this is a part-time position, this position will not be eligible for Teatown's benefits package, including medical, dental, vision, and 403(b) retirement benefits. However, this position does accrue two weeks of paid vacation on an annual basis.

Pay Rate: \$28/hour

To Apply:

- Send cover letter, resume, and two professional references to Emily Edmonds-Langham, Education Director at eedmonds@teatown.org. No calls please.

This position is available immediately, with an anticipated start date of April 2024. Position remains open until filled. Teatown Lake Reservation is an Equal Opportunity Employer. We are committed to a diverse and inclusive environment for all employees.