



Medina County Park District

Position Vacancy

Position Title: Volunteer Coordinator
Status: Part-time; 28 hours per week, including occasional evenings and Sundays
Base Rate of Pay: \$12-\$18 an hour, depending on experience

Organization Overview

Medina County Park District is a local and regional leader in conservation, education, and the protection of natural resources. Employees take pride in the parks, trails, programs, and community; ensure quality outdoor experiences; protect public investments; plant the forests and prairies of tomorrow; and develop the next generation of stewards.

Employment with the park district is more than a job – it's an opportunity to make lives better in a fun, fulfilling team environment.

Responsibility

Under the direction of the interpretive services manager, coordinates all aspects of volunteer services in the park district and maintains calendar of naturalist services by scheduling requested programs for various user groups including schools, scout groups, and outreach audiences

Examples of Duties

- Recruits, interviews, selects, and evaluates all park district volunteers
- Coordinates with park staff for volunteer training opportunities
- Identifies and fills volunteer needs as suggested by staff requests
- Maintains an ongoing communication with volunteers through various methods including phone calls, email, monthly newsletters, and other correspondence
- Maintains records of volunteer service and provides statistics to the interpretive services manager for use in monthly and annual reports
- Maintains volunteer recognition and apparel in accordance with volunteer hours worked and other criteria
- Develops and implements volunteer appreciation activities and programs
- Arranges volunteer assistance for programs and park events as needed and requested
- Recommends budgetary needs to the interpretive services manager as they relate to the volunteer program
- Coordinates with the marketing coordinator to promote volunteer activities through external communications including the development of brochures and news releases
- Provides administrative duties for the scheduling of school, scout, and outreach programs including correspondence and data entry in program booking system

- Assists in the operation of park district nature centers and provides visitor services including greeting visitors and answering questions
- Inventories and maintains office supplies for interpretive department
- Other duties as assigned

Necessary Knowledge, Skills, Abilities

- Proven teamwork, communication, and partnership skills and the ability to work directly with all levels of the organization to achieve common goals
- Demonstrated emotional intelligence including self-awareness, empathy, reliability, and consistency; a proven track record of establishing and maintaining critical relationships internally and externally; demonstrated trust, integrity, and credibility
- Excellent written and verbal communication skills
- Effective interpersonal skills resulting in good working relationships with other park district employees, volunteers, and the general public
- Ability to effectively plan, organize, and manage multiple tasks

Required Physical Abilities Include, But Are Not Limited to, the Following

- Ability to occasionally lift items in excess of 50 pounds
- Flexibility to work weekends and evenings

Desired Training and Experience Requirements

- Two-year degree (bachelor's preferred) in business, human resources, marketing, or related field
- Computer skills; proficient in use of Microsoft Word, Excel, and Access
- Possession of a valid Ohio motor vehicle operator's license with a good driving record
- Satisfactory fingerprint and criminal background check and drug screening

Send completed application, letter of interest, and resume to:

stender@medinaco.org

or

Shelley Tender, Interpretive Services Manager
6364 Deerview Lane
Medina, OH 44256

Posting Date: 06/17/2019

Closing Date: Open until filled