

# Rensselaer Plateau Alliance

Conservation Through Community

PO Box 790, Averill Park, NY 12018 ○ [www.rensselaerplateau.org](http://www.rensselaerplateau.org)

## **RPA Mission Statement**

The Rensselaer Plateau Alliance (RPA) works with the community to promote and facilitate the conservation of the Rensselaer Plateau's undeveloped and unfragmented forests and other ecologically important areas. These possess many significant natural features and provide many benefits including natural habitats for plants and animals, forest products, recreation and most importantly, water and air quality.

## **Volunteer Coordinator**

### **Job Description**

RPA's volunteers do a variety of work, including trail work and construction, leading outings and programs, stewarding RPA lands, and serving on committees. The Volunteer Coordinator will work to recruit volunteers, match them with work that suits and interests them, train them, make sure they have what they need, and appreciate and acknowledge them. This is a cycle with current volunteers being appreciated and then involved more deeply. As part of this job, it is expected that the Volunteer Coordinator may lead one or two programs or outings during the year and help steward an RPA property. This hands-on work will help provide context and keep the volunteer coordination tangible.

#### **Essential Functions:**

1. Work with the RPA staff to coordinate volunteers.
2. Help schedule and coordinate programs and events that are led by volunteers.
3. Help keep volunteer stewards and community forest committee chairs on schedule and help facilitate their work.
4. Make sure new volunteers are welcomed and oriented.
5. Organize and lead volunteer training.
6. Match volunteers to opportunities that suit their skill sets and interests and assure they have proper training.
7. Be responsive to and keep in touch with all volunteers on a regular basis.
8. Make sure all volunteers feel appreciated.

#### **Specific Responsibilities:**

1. Use RPA's database to keep track of volunteer time and contacts made with volunteers and other groups.
2. Use RPA's database and calendar and tools to keep track of volunteer schedules.
3. Use RPA's database to communicate with volunteers.
4. Work with program committee to help ensure that people running the programs and outings have what they need and feel supported.
5. Participate in the occasional program and/or outing to help with logistics, greeting and directing, photography, etc.
6. Represent RPA in all contact with volunteers and other groups.
7. Perform, direct and report on projects and assignments as requested.

The Volunteer Coordinator reports to a designated senior staff person and works both remotely from his/her/their home office and at the RPA office as noted in more detail below.

## **Abilities, Skills, Qualifications**

1. Excellent written and oral communication skills.
2. Excellent people skills and an ability to work with committees, colleagues and others.
3. Proven organizational skills and ability to juggle multiple priorities.
4. Availability to work occasional prescheduled evenings and weekends, as required.
5. Availability to travel occasionally for meetings, conferences and/or training.
6. Proficiency in Microsoft Office programs.
7. Familiarity with land conservation tools a plus.
8. Commitment to Diversity, Equity, and Inclusion.

## **Specific Monthly/Weekly Duties:**

1. Keep a record of all volunteers in RPA's database. Keep track of volunteers' specific interests and match volunteers with volunteer opportunities and activities. Remind groups of volunteers of upcoming opportunities and activities. Help find or identify new volunteer opportunities and match new volunteers with opportunities.
2. Be a chief point of contact and resource for volunteers.
3. Attend the program committee meetings, and work directly with committee members and board members to help flesh out and schedule programs and find leaders (most often volunteers) for programs. How about: Work to support, engage, and track hours for volunteer program and outing leaders. Assist with coordinating programs and outings that are led by volunteers.
4. Assure that program and outing leaders have the materials they need.
5. Plan, coordinate and supervise a volunteer appreciation event once per year.
6. Support RPA staff to post events and program announcements to web sites and community calendars and help to issue press releases.
7. Work with the Communications Director, ED, other staff, and board to post occasional photos/stories to Facebook.
8. Provide a brief report to the board on volunteer engagement and volunteer projects once per month.
9. Take photographs and or videos at programs and events, during volunteer activities and at any other RPA event or related activity.

## **Other Duties:**

As a member of a small team the Volunteer Coordinator may also perform the following duties as directed by your supervisor. Duties will be assigned based on scheduling among other duties, strengths, aptitude, and cross training.

1. Make occasional thank you and/or check in calls with volunteers and/or donors.
2. Help with mailings.

## **Schedule and Work Location:**

This position allows for a flexible schedule within the following framework:

- 1) The position is 40 hours per week.
- 2) Work on-site at the RPA office at least 2 days per week, to include the day of the program committee meeting.

**The Rensselaer Plateau Alliance is an equal opportunity employer.**