

FAIRMOUNT PARK

CONSERVANCY

Volunteer Program Manager

Organizational Overview:

Fairmount Park Conservancy exists to champion Philadelphia's parks. We lead capital projects and historic preservation efforts, foster neighborhood park stewardship, attract and leverage investments, and develop innovative programs throughout the 10,200 acres that include Fairmount Park and more than 200 neighborhood parks around the city.

Position Overview:

The Volunteer Program Manager is responsible for the daily operation, growth, and strategic vision of the volunteer program. They work closely with all Conservancy departments and with partners at Philadelphia Parks & Recreation to implement volunteer leadership training programs for both park-based service work (including land care, trash cleanup, graffiti removal, minor repairs) and a Park Ambassador Corps (responsible for greeting, monitoring, tabling at events, etc.). The Volunteer Program Manager will create a city-wide strategy for volunteer engagement, including cultivating relationships with key partners. This position will maintain and grow a wide-reaching volunteer base through outreach to neighbors, community-based organizations, civic and religious groups, local universities, and corporations.

Responsibilities:

- Volunteer Leadership Program
 - Develop criteria and application process for the Conservancy's volunteer leader programs
 - Create curriculum and implement training for each leader program based on the needs of different Conservancy departments
 - Establish systems for deploying volunteer leaders for Conservancy projects, events, and programs
 - Communicate regularly and conduct surveys of the volunteer leaders to ensure success of the program
 - Coordinate continual skill-building opportunities for volunteer leaders
- Corporate Stewardship Program
 - Work closely with the Development team in coordinating corporate interest and suitable volunteer projects
 - Collaborate across teams to create a variety of opportunities for corporate volunteer days
 - Organize, plan, and lead volunteer opportunities with corporate groups to ensure a rewarding and meaningful experience
- General Volunteer Program (Open Call)
 - Coordinate with key partners internally and externally in developing 'open call' volunteer opportunities that respond to strategic need
 - Develop calendar for regularly scheduled 'drop in' volunteer opportunities
 - Work with the Communications team on outreach plans, promotional communications, and presentations to recruit volunteers

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- Love Your Park Week & Service Days
 - Collaborate with Park Stewardship Team (co-lead by Fairmount Park Conservancy and Philadelphia Parks & Recreation) on two citywide park service days a year
 - Recruit volunteers for the 100+ participating parks throughout the city
 - Develop and lead projects at the Love Your Park signature sites
 - Train Park Friend Groups on how to run a successful volunteer day and other skill building activities
- Administrative Functions
 - Database management including updating and processing data from the GivePulse volunteer management platform and submitting monthly reports to Development for cross-team coalition building, funder reports, and grant requests
 - Provide weekly updates and statistics at staff meetings
 - Maintain and update the Love Your Park website with volunteer opportunities
 - Respond to volunteer requests received via email, social media, and from sign-ups at tabling events
 - Create system for stipendiary volunteer opportunities
 - Tool and supply management
 - Budget management
- Support special projects and other duties as assigned

Qualifications & Competencies:

- Bachelor's degree or equivalent combination of education and experience
- 3 - 5 years' experience program coordination and working with volunteers
- Experience with the management or restoration of natural landscapes and tree care
- Demonstrated ability to communicate, motivate, lead, and relate effectively to a wide variety of individuals across all demographics and experience levels
- Database experience preferred. GivePulse experience is a strong plus.
- Valid Driver's License
- Ability to lift 25 pounds
- Willingness and ability to work in all weather conditions
- Bilingual highly desirable
- First Aid training a plus
- Must have current and appropriate Criminal Background check, Child Abuse clearance, and FBI Clearance prior to and throughout the duration of employment

Frequent evening and weekend availability is a key component of this position. In the peak season (April - June; September - November) this position should anticipate a Tuesday - Saturday work schedule.

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Reporting and management duties:

This position reports to the Senior Director of Community Programs and Partnerships but will work closely with all departments at Fairmount Park Conservancy. There are no direct reports at this time but we anticipate hiring a Volunteer Coordinator under this position in 2022.

Compensation:

The salary for this position is \$55,000. Additionally, Fairmount Park Conservancy offers a generous benefits package including health, dental, and vision, as well as life, disability, and retirement.

Anti-Discrimination Policy:

The Fairmount Park Conservancy does not discriminate based on ethnicity, race, gender or sexual orientation and encourages all qualified individuals to apply.

COVID-19 Vaccination Requirement:

All employees at the Fairmount Park Conservancy must be fully vaccinated against COVID-19. Successful applicants will be required to show proof of vaccination. Reasonable accommodations will be considered for those with qualifying medical or religious exemptions.

To Apply:

Thank you for your interest in the Fairmount Park Conservancy. Please prepare a formal letter of interest, resume, three work related references, and salary requirements as either PDF or Word documents and submit at <https://app.smartsheet.com/b/form/d250369117dd488baa22a899d5c26268>.

Please, no phone calls or mailed applications. Submissions will be reviewed on a rolling basis, application deadline is Friday, 2/11/2022.