CITY OF BELLINGHAM
JOB DESCRIPTION

JOB TITLE:	**Park Volunteer Coordinator**	**UNION:1937**
		SG:110
CLASS TITLE:	**Park Programs Coordinator**	**CS:Y**
		FLSA:Y
DEPARTMENT:	**Parks and Recreation**	**EEO4|SOCCODE: PP|37-3019**

JOB SUMMARY:

Plans, schedules, coordinates and leads projects and programs within the City's parks, trails and open space areas. Develops goals for volunteer programs, defines projects, works with volunteer groups, City staff and individuals, and coordinates work activities. Promotes the volunteer program by developing materials and providing education and information to citizens, schools, and organizations. Oversees volunteers, AmeriCorps members, interns, extra labor and temporary staff.

SUPERVISORY RELATIONSHIP:

Reports to the Parks Recreation Manager or Supervisor as assigned. Works under general supervision after receiving project approval. Works under applicable City and Department policies, procedures and regulations. Establishes work sequences; oversees and leads volunteer activities within approved program. Provides training and oversees the work of extra labor employees, volunteers, interns, work-study students and AmeriCorps members as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes and coordinates volunteer projects and programs within City parks and City-owned open space areas. Analyzes needs, identifies, and works with other staff to identify projects which are suitable for volunteer work. Develops goals for volunteer programs consistent with Departmental goals to facilitate maintenance, enhancement, restoration and stewardship of the City’s parks, trails and open space areas.

2. Develops and recommends program stewardship schedule. Plans, schedules and coordinates volunteer projects, work parties and events. Recruits volunteers for projects. Coordinates with other Departmental staff to provide staff resources, materials and equipment support needed for the various projects. In collaboration with other Parks staff, coordinates and schedules volunteer site preparation, planting, weeding and cleanup for park and trail projects and programs.

3. Designs and presents outreach and education programs to citizens, schools and organizations related to ecological restoration and maintenance of trails, parks and open spaces.

4. Recruits, trains and provides direction to volunteers at project sites. Monitors the work of volunteers.

5. Coordinates the selection process for AmeriCorps members and interns assigned to assist in program delivery. Oversees, trains, assigns and evaluates work as required by the AmeriCorps contract or internship agreement under management direction. May provide training and oversee the work of extra labor or temporary employees as assigned.

6. Promotes and coordinates volunteer adoption of the maintenance needs of parks and trail segments within park areas and City-owned properties.

7. Works with public and private schools to coordinate school stewardship programs for children of all ages.

8. Produces written program materials and promotes and publicizes programs using social media and other web-based platforms. This includes preparing and distributing press releases and newsletters; designing and distributing flyers and other materials. Conducts outreach activities, prepares and delivers presentations and represents the Department as a community liaison.

9. Monitors program expenses and coordinates expenses with staff responsible for various program budgets. Assists other staff members in developing program budgets by researching budget needs and expenditures and supplying cost information regarding volunteer program needs. Oversees inventory of bare root plant nursery; recommends purchases and coordinates work parties.

10. Works with other Department staff in identifying resources including, but not limited to plants, labor, materials and funding to augment the Volunteer Program.

11. Maintains records of volunteer hours and activities and program accomplishments. Submits annual report to Parks and Recreation Department management.

12. Participates in and contributes to grant project planning, completing applications, project implementation and reporting processes. Assists with monitoring, tracking and ensuring compliance with grant requirements.

13. Operates a variety of automotive style equipment such as pickup trucks, small tractors and dump trucks (as assigned).

ADDITIONAL WORK PERFORMED:

1. Performs other duties related to Parks and Recreation programs as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Parks, trails, open space development and maintenance, and native plant and animal communities.

Skill in:
- Demonstrated leadership skills including the ability to train, motivate and lead others.

- Demonstrated interpersonal skills to work with diverse participants of all ages and abilities.
- Demonstrated oral and written communication skills.
- Skills in use of computers and software appropriate to the program.
- Managing and prioritizing multiple tasks, time and resources, and in solving problems.
- Advanced communication and interpersonal skills for persuasion, conflict management, conveying complex information as applied to interaction with volunteers, coworkers, supervisors, managers, Department Director, the Mayor, City Council and the general public.

Ability to:
- Design, plan, promote and schedule work activities of program participants.
- Work with individuals of all ages and abilities and a wide variety of cultural backgrounds.
- Follow instructions and work independently with a minimum of supervision.
- Ability and willingness to work irregular hours including evenings and weekends.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Moving and transporting materials weighing up to 50 lbs. regularly, and more than 50 lbs. occasionally with assistance;
    - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
    - Frequently communicate accurate information and ideas with others.

WORKING ENVIRONMENT:

Work is performed indoors (office, schools, public meeting rooms) and outdoors in a variety of public park (developed and undeveloped) areas. Outdoor work includes working outside year-round in varied weather conditions and on varied terrain. Some positions may require ability to provide own transportation.

EXPERIENCE AND TRAINING REQUIREMENTS:

- A minimum of two years of programming work experience applying knowledge of ecological restoration.
- One year of experience working with volunteers in a park or park-like setting required.
- Previous experience scheduling and coordinating activities required.
- Bachelor's degree in horticulture, biology, environmental education, parks management or closely related field preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license and good driving record. Must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.

- Must possess or obtain First Aid and CPR certification within one year of hire and maintain currency throughout employment.

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