

ADULT CONSERVATION TEAM MANAGER

DEFINITION

Under general supervision, develops, coordinates, and supervises a volunteer Adult Conservation Team (ACT). Coordinates, works with and assists with the formation of a variety of Friends of the Park groups and other support groups that volunteer for specific projects or programs assisting the county in operation, planning and development of the Dane County Park System. Provides outreach and training to volunteers. Assist manager in the operation of the Lussier Family Heritage Center and ACT Headquarters. Writes grants and raises funds for the volunteer efforts in Dane County Parks and for the Take a Stake in the Lakes Program. Coordinates the volunteer Take a Stake in the Lakes Program for the Lakes and Watershed Commission. Performs related work as assigned.

EXAMPLES OF DUTIES

Maintains and adjusts the organizational structure for the ACT Program which will identify specific functional areas the ACT Program is involved with; develops a work plan for the ACT and obtains necessary approvals for the annual plan from the Park Commission, Parks Staff and Labor; recruits volunteer staff, organizations, companies, foundations, and others to serve on the ACT; helps coordinate special events to promote park activities and the park system and assists in the fundraising efforts where applicable; and provides assistance to Lake and Watershed with the annual Stake in the Lakes Program raising funds and coordinating recruitment efforts of volunteers.

EMPLOYMENT STANDARDS

Education and Experience: Requires a combination of training and experience equivalent to two years of post high school education in a natural resources, human services or related field and one year experience in fundraising, community outreach, marketing and/or volunteer management or coordination of services/community related projects. Prefer a Bachelor's degree in a resource management field or human services field.

Knowledge, Skills and Abilities: Knowledge of basic principles of natural resource such as: resource management, conservation and outdoor recreation; knowledge and skills of group dynamics and organization; effective oral and written communication skills; must possess excellent people management skills; ability to organize and coordinate people and projects; ability to communicate to large groups, and ability to do public speaking.

Special Requirements: Possession of or eligibility to obtain a Wisconsin driver's license. Position may require evening and weekend work and coverage for holiday events.