

# ADULT VOLUNTEER COORDINATOR

## DEFINITION

Under general supervision, develop, coordinate, and help supervise a volunteer Adult Conservation Team (ACT). Coordinate and work with a variety of Friends of the Park groups and other support groups that volunteer for specific projects or programs through volunteers. Performs related work as required.

## EXAMPLE OF DUTIES

Develop a volunteer handbook and implement the handbook. Develop an organizational structure for the ACT which will identify specific functional areas the ACT will work in. Develop a work plan for the ACT and get necessary approvals for the annual plan from the Park Commission, Park Staff and Labor. Recruit volunteer staff, organizations, companies, foundations and others to serve on the ACT. Help coordinate special events to promote park activities and the park system and assist in the fund raising efforts where applicable.

## EMPLOYMENT STANDARDS

Education and Experience: One year experience in volunteer work management or supervision of conservation related projects and equivalent of two years post high school education in a natural resources field. Prefer a bachelor's degree in a resource management field.

Knowledges and Abilities: Ability to organize and coordinate people and projects. Knowledge of basic principles of natural resource, resource management, conservation and outdoor recreation. Knowledge and skills of group dynamics and organization. The ability to communicate to large groups, and experience in public speaking.

Special Requirements: Must have a valid Wisconsin driver's license.