

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Volunteer Coordinator/Interpreter

Part Time: Annual or Seasonal

Division: Historic Sites

Effective Date: 8/10/2021

Prepared by: M. Sutherland

Approved by: L. Laffey

Position Charter:

This position works under the supervision of the Manager of Historic Sites. In accordance with administrative guidelines, procedures and policies of The Park Commission, the Volunteer Coordinator designs, develops and maintains the Historic Site Unit's volunteer program.

Essential Functions:

- Designs, develops and maintains volunteer program for the Historic Site Unit, consistent with the Park Commission's overall volunteer policy.
- Works with the Park Commission's volunteer database, including training for its use by volunteers.
- Recruits volunteers including publicity, interviewing, intake materials such as job descriptions, applications, and scheduling participants in training programs.
- Works with Historic Site Unit staff to develop, evaluate, and modify appropriate training programs, and participates in training presentations as needed.
- Conducts outreach efforts to organizations in the community interested in the Unit's volunteer program for mutually beneficial operations.
- Maintains and distributes roster and availability chart, prepare and distribute monthly schedules indicating current programs and volunteer assignments at any of the Historic Site Unit facilities.
- Provides on going acknowledgement, support, and appreciation, help to organize and monitor volunteer committees, assist in scheduling programs and trips, participate in planning and execution of Park Commission annual recognition event, remain in touch with volunteers even as their services are "on hold".
- Maintains volunteer personnel records and documents hours worked and duties performed, submitting these reports and keeping record of training.
- Helps actively on site with educational and special event programming as needed, including weekends.
- Attends evening and weekend functions when needed.
- Prepares for the care of volunteers including beverages and snacks.

Other Functions:

- Performs related work as required to further the Historic Sites' educational interpretive goals as it relates to volunteers.
- Adheres to established PEOSHA and Morris County Park Commission safety standards and ensures that Park Commission policies and procedures regarding public access are followed.
- Performs other assignments and projects as directed by the Manager of Historic Sites.

Qualifications:

- Graduate from high school or vocational high school or possession of an Equivalency certificate, or any equivalent education.
- A working knowledge of all Microsoft Applications (including, but not limited to: Excel, Word, Publisher)
- Ability to multitask and work well with others.
- Ability to work with people of all ages and abilities instilling commitment and motivation.
- Good organizational, writing skills and phone manner.
- Ability to comprehend established office routines and rules and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of attention to detail.
- Ability to communicate effectively in both verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to park staff, managers, vendors, contractors, professionals, and regulatory personnel.
- Flexibility to work a combination of weekdays and weekends as assigned.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Work Schedule:

This position is 28 hours per week at a current rate of \$12.50/hour.