



Denison Pequotsepos Nature Center

Mission: to inspire an understanding of the natural world and ourselves as part of it – past, present, and future.

Position Title: Volunteer Coordinator

Job Summary

This position is responsible for helping to maintain a robust and effective Volunteer Services program through recruitment, onboarding, scheduling, evaluating, and motivating volunteers to assist with areas of need at either of two locations of the Nature Center or at properties managed by the Nature Center. Performs administrative duties in support of Volunteer Services and assists in the coordination of events as they relate to volunteers. This is a part-time position (approximately 20 hours per week) that includes in person office hours as well as flexibility to assist with volunteer groups or events on occasional weekends and/or evenings.

Primary Relationships

This position reports to the Development Director and works closely with the Development department, other staff and volunteers of all ages and abilities.

Principle Responsibilities

- Maintain ongoing list of volunteer tasks and/or projects to address organizational needs.
- Recruit, place, schedule, and motivate volunteers through relationship building with constituents and promoting the mission of the Nature Center.
- Process individual volunteer applications as well as volunteer group inquiries. Determine placement of individuals through interviewing and complete onboarding within organization; includes personal follow up for individuals and groups as well as tracking volunteer data for measurement of success.
- Coordinate teams of volunteers for corporate or community service and special events; schedule, greet and supervise several different volunteer assignments within day of service or event.
- Maintain ongoing communications with volunteers through in person contact, phone calls, email, and assistance with volunteer e-newsletter.
- Assist with recognition of volunteers and their contributions to continue the growth of a vibrant, engaged corps of volunteers that includes members, donors and corporate partners; also assist with the planning of annual volunteer celebration event.
- Maintain records of volunteer service for tracking, recognition, publicity, grants and reports.
- Ensure clear communication and use of inclusionary language and practices.

Qualifications

- Bachelor's degree or a combination of education and/or applicable work experience.
- Enthusiastic, organized individual with strong listening and communication skills.
- Comfortable working harmoniously with varied teams such as staff, volunteers and public.
- Ability to prioritize and balance multiple projects.
- Experience and/or interest in environmental issues and education.
- Familiarity with Google Suite, Blackbaud and other databases (JotForm, Altru) or ability to learn.

How to apply

Please email your resume and cover letter to:

Davnet Conway, Executive Director

dconway@dpnc.org.

About DPNC

The Denison Pequotsepos Nature Center (DPNC) is a nonprofit nature center in Mystic, CT that offers environmental education programs for all ages. Since 1946, DPNC has provided the community and visitors with opportunities to better understand and appreciate the natural world and our place in it. DPNC manages and stewards a 400-acre greenway with more than 10 miles of trails that features 17th century stonewalls, woodlands, wetlands, and meadows. At the DPNC's main facility, the woodland campus, guests can discover nature through natural history exhibits and meeting rehabilitated wildlife. The creation of the Coogan Farm in 2013 has added additional layers of education, history, and a Giving Garden that donates thousands of pounds of bio-nutrient rich produce to the food insecure of New London County each year.

We encourage you to visit our website and social media channels to get a better idea of who we are and what we do:

Website: www.dpnc.org

facebook.com/DPNatureCenterMystic

Instagram: @DPNatureCtr