



Job Posting

Volunteer and Outreach Coordinator

About the Catskill Center

The Catskill Center preserves and enriches the environmental, economic and cultural well-being of the Catskill region through collaboration, inspiration and stewardship. We believe that the vitality and prosperity of the Catskills depends on robust collaboration, thriving local communities and the wise stewardship of our natural resources.

One of the Catskill Center's many programs is the coordination of the Catskill Regional Invasive Species Partnership (CRISP), one of eight such Partnerships for Regional Invasive Species Management (PRISMs) in New York. CRISP is administered under a five-year contract (2022-2026) with the New York State Department of Environmental Conservation (DEC) with financial support from the New York State Environmental Protection Fund.

The Catskill Center also operates the Congressman Maurice D. Hinchey Catskills Visitor Center (CVC), the gateway to the Catskills and Catskill Park, in partnership with the New York State Department of Environmental Conservation (NYS DEC). The CVC offers interpretive exhibits, a gift shop, accessible nature trails, a pavilion, a fire tower, and year-round events.

To learn more, visit www.catskillcenter.org.

Position Description

We are searching for an engaging, motivated and reliable full-time Volunteer & Outreach Coordinator to recruit, train, and retain volunteers to support the Catskill Center's mission. The individual in this position would spend about 50% of their time supporting invasive species management efforts, and the remaining 50% supporting the Catskills Visitor Center, the Catskill Fire Tower Project, the Catskill Center's land trust program, and other Catskill Center initiatives.

This is a full-time position requiring frequent weekend and outdoor work, especially in the summer and fall. This position is based out of the Catskills Visitor Center, located at 5096 State Rte. 28, Mount Tremper, NY, with remote work opportunities. Regular travel throughout the Catskills region during the field season is required. This position requires some physical labor both indoors and outside, computer-based work, and frequent work with volunteers both remotely and on-site. Work with some volunteer programs, such as the Catskill Fire Tower Project, requires the ability

to hike several miles up steep, uneven terrain on backcountry trails without cell service to reach the Fire Tower locations for events and trainings.

Job Responsibilities

Under the supervision of the CVC Director, the Volunteer and Outreach Coordinator will:

- Apply their social savvy and organizational skills to create and maintain a vibrant, collaborative, and well-managed volunteer program;
- Within the volunteer program, develop a structured community science program that engages and retains participants and offers progressive learning opportunities (e.g. identifying, reporting and managing invasive species);
- Recruit, train, and manage volunteers;
- Organize orientations, trainings and appreciation events;
- Develop and implement strategies to expand volunteer growth and retention while increasing participation, engagement and satisfaction;
- Collaborate with the Communications Manager on activities related to volunteer communications and outreach;
- Develop and update the Catskill Center's Volunteer Policy, Volunteer Handbook, volunteer job descriptions, and all associated resources and outreach materials;
- Represent the Catskill Center and all of its programs by attending in-person events across the Catskills region;
- Participate in internal and stakeholder meetings with partners;
- Build on their existing knowledge of the natural environment through additional training and experience;
- Enter data into and maintain a volunteer database;
- Develop metrics to measure progress on initiatives and collaborate on reports to comply with contract and grant requirements;
- Other duties as assigned;

Required Qualifications

Applicants must have a valid driver's license, access to a reliable vehicle, be willing and able to pass a background check, and be vaccinated for covid-19 prior to beginning employment. Additional requirements include:

- Excellent communication, teamwork, and interpersonal skills
- Strong organizational skills
- Basic knowledge of the natural environment
- Proficiency with computers, including Microsoft Word and Excel
- Commitment to justice, equity, diversity and inclusion principles
- Patience and a positive attitude

- Demonstrated ability to manage successful projects
- Ability to work with minimal supervision
- Ability to hike several miles uphill on an unimproved path
- Ability to lift up to 40 lbs.
- Ability to remain in and comfort with being outdoors for up to 8 working hours

Strong candidates will also have the following qualifications:

- Experience managing volunteers, especially outdoors
- Ability to identify common invasive species in the Catskills
- Knowledge of natural history, ecology, recreational opportunities, Leave No Trace, and/or communities of the Catskill Park
- Passion for the environment and/or the Catskills

Compensation

Starting salary \$37,000-\$44,000, based on experience, and comprehensive benefits package including generous paid leave, retirement, and health plan benefits.

Application

Applications will be accepted until the position is filled.

Please send application package, including cover letter, resume, and contact information for three professional references to jobs@catskillcenter.org.

The Catskill Center is an Equal Opportunity Employer.