



**CATSKILLCENTER**

## **Job Posting**

### **Volunteer 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.

The Volunteer Coordinator will manage volunteer engagement for several key Catskill Center programs, including the Catskill Regional Invasive Species Partnership (CRISP), a regional effort addressing invasive species in partnership with the New York State Department of Environmental Conservation (DEC). The role also supports volunteer staffing and coordination at the Congressman Maurice D. Hinchey Catskills Visitor Center (CVC), which offers interpretive exhibits, accessible nature trails, a gift shop, a fire tower, and year-round events. Additionally, the Volunteer Coordinator will oversee volunteers involved in the Catskill Fire Tower Project in partnership with the DEC. This project ensures public access and interpretation of the six fire towers in Catskill Park, working closely with more than 100 active volunteers who staff the towers during the summer months. To learn more about these programs, visit: [www.catskillcenter.org](http://www.catskillcenter.org)

#### **Position Description**

We are searching for an engaging, motivated and reliable full-time Volunteer Coordinator to recruit, train, and retain volunteers to support the Catskill Center's mission. The individual in this position would spend 50-80% of their time supporting invasive species management volunteer opportunities at CRISP, and the other 20-50% of their time supporting volunteer opportunities at 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 time 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 ascend and descend several miles of steep, uneven terrain on backcountry trails without cell service to reach the Fire Tower locations for events and training.

### **Job Responsibilities**

Under the supervision of the Development Director, the Volunteer Coordinator will:

- Apply their social and organizational skills to create and maintain a vibrant, collaborative, and well-managed volunteer program;
- 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;
- In coordination with the Communications Manager, promote volunteer opportunities on social media and Catskill Center websites;
- Review and update the Catskill Center's Volunteer Policy, Volunteer Handbook, volunteer job descriptions, and all associated resources and outreach materials as necessary;
- Collaborate with the CRISP team to create community science volunteer opportunities and trainings;
- Participate in internal and partner stakeholder meetings as necessary;
- Build on their existing knowledge of the natural environment through additional training and experience;
- Enter data into and maintain the volunteer database;
- Develop metrics to measure progress on initiatives and collaborate on reports to comply with contract and grant requirements;
- Provide staffing coverage at the Catskills Visitor Center;
- Other duties as assigned.

### **Required Qualifications**

Applicants must have a valid driver's license, access to a reliable vehicle, and be willing and able to pass a background check. Additional requirements include:

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

- Demonstrated ability to manage successful projects;
- Ability to work with minimal supervision;
- Ability to ascend and descend up to 8 miles of rugged backcountry trails;
- Ability to lift up to 40 lbs.;
- Ability to remain in and comfort with being outdoors with little to no access to cell service or facilities for up to 8 working hours;

**Strong candidates will also have the following qualifications:**

- Experience managing volunteers, especially outdoors;
- Bachelor's degree or 12+ hours of advanced coursework in environmental sciences;
- Ability to identify common invasive species in the Catskills;
- Experience with databases and content creation platform.;
- 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 wages \$23 - \$25.75 / hour, based on experience, and comprehensive benefits package including generous paid leave, retirement, and health plan benefits.

**Application** To apply, send cover letter, resume, and contact information for three professional references to [jobs@catskillcenter.org](mailto:jobs@catskillcenter.org).

Applications will be accepted on a rolling basis; review will begin 11/25/24.  
Anticipated start date is January 2025.

**The Catskill Center is an Equal Opportunity Employer** and does not discriminate on the ground of race, color, religion, sex, sexual orientation, gender identity, age, disability or national origin in the hiring, retention, or promotion of employees; nor in determining their rank, or the compensation or fringe benefits paid them.