

Job: Volunteer Coordinator

Department: Programming

Job Type: Full-Time; Year-Round; 40 hours per week; plus overtime when required; Non-Exempt

Pay Rate: \$19-\$23 per hour

Benefits: Comprehensive benefits package 60 days following date of hire (health insurance, paid time off, etc.)

Work Location: Randall's Island Park, New York, NY 10035

POSITION DESCRIPTION

Randall's Island Park Alliance, Inc. (RIPA) is a 501(c)3 non-profit organization that works with the City of New York and local communities to provide an innovative and exciting destination through a wide range of sports venues, public programs, cultural events, and environmental exploration. As the dedicated steward of Randall's Island Park, the Alliance sustains, maintains, develops, and programs the Park to support the wellbeing of all New Yorkers. RIPA has an annual operating budget of \$9 million, approximately half of which is raised through fundraising. RIPA hosts approximately 50 volunteer events per year in addition to other free public programming.

The Volunteer Coordinator will be responsible for identifying volunteer opportunities, recruiting volunteers, managing volunteers in an effort to build a relationship with Randall's Island Park Alliance, Inc. ("RIPA"). The Volunteer Coordinator supports corporate, school, and community volunteer projects on the Island, ensuring a positive volunteer experience and successful project outcomes. The coordinator tracks and reports volunteer data, and represents RIPA at community events. This position is under the general direction of the Public Programs Manager.

MAJOR RESPONSIBILITIES

- Recruit volunteers and manage, track and coordinate volunteer efforts.
- Manage all aspects of RIPA's volunteer programs and act as the primary contact for current, prospective, and new volunteers.
- Collaborate with RIPA managers and the Development department, to develop and implement volunteer projects and initiatives.
- Greet volunteers, respond to questions, and provide information and instruction for all volunteer events.
- Orient, train, supervise, and work alongside volunteers in maintenance, cleaning, horticulture, restoration, event, administrative and other projects.
- Create project descriptions and timelines and maintain program materials and tools.
- Conduct outreach and promote the wide range of volunteer opportunities offered by RIPA by attending volunteer fairs, community meetings, and by interacting with the general public.
- Correspond with volunteers and/or groups before and after each volunteer event.
- Maintain close communication with partner organizations, school groups, and managers to prevent and/or solve problems related to volunteer projects.
- Provide excellent customer service and respond to all volunteer inquiries via mail, e-mail, phone or in-person.
- Maintain a volunteer database with contacts and other relevant information.
- Assist in other administrative duties such as updating the volunteer event calendar and relevant social media.
- Liaise with volunteers to invite their feedback and/or address any issues or concerns.
- Inform volunteers of news and events on Randall's Island to increase awareness and interest in the organization.
- Plan and implement annual Volunteer Appreciation activities.
- Provide support to RIPA managers and directors, as needed.
- Perform general administrative duties including, but not limited to filing, faxing, photocopying, scanning, emailing and data entry.
- Support all programming, park-wide initiatives, and events.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

QUALIFICATION REQUIREMENTS

- B.A. from an accredited college and two years' experience in administration, scheduling or the duties as described above; OR a high school diploma (or equivalent) and four years of experience in administration, scheduling or the duties as described above.
- Strong communications and writing skills.
- Ability to articulate and advocate for RIPA's mission.

- Interest and passion for working outdoors and ability to work in all types of weather, under strenuous conditions.
- Excellent planning, organizational, and time management skills, as well as strong attention to detail.
- Proven ability to make sound judgments and effectively solve problems.
- Motivated and punctual, able to work both independently and as part of a team.
- Proficiency with computer applications, including Microsoft Office applications.
- Must be willing to work a flexible schedule including evenings and weekends.

PREFERRED SKILLS/QUALIFICATIONS

- 1-2 years in program management, event management or a similar role within a nonprofit organization.
- Demonstrated track record of successful volunteer management and project planning.
- Fluent in Spanish.
- First aid and CPR Certification.
- Valid Driver License

To apply, please complete an application online at:
www.randallsisland.org/about/employment-opportunities/

**** Please include a cover letter ****



The Randall's Island Park Alliance, Inc. is an Equal Opportunity Employer.

RIPA maintains confidentiality of all applications and therefore will never contact a present employer without prior consent from the applicant.