

JOB ANNOUNCEMENT

August 9, 2017

JOB TITLE: VOLUNTEER COORDINATOR

REPORTS TO: Director of Education

JOB SUMMARY:

The mission of Casey Trees (CT) is to restore, enhance and protect the tree canopy of the Nation's Capital. Casey Trees is looking for a Volunteer Coordinator to work with the Director of Education to help recruit and coordinate 1,500-plus volunteers a year.

The ideal candidate is an experienced, enthusiastic, highly motivated individual, loves working with people, and is dedicated to volunteer outreach efforts. The candidate should be friendly, outgoing, highly organized, and flexible, with great written and oral communication skills.

RESPONSIBILITIES INCLUDE:

- Recruit and coordinate 1,500+ volunteers a year to help with CT programs, such as tree planting, tree care, pruning, advocacy and outreach.
- Oversee maintenance of volunteer databases, including tracking and documenting volunteer hours for reporting, and planning.
- Maintain communications with volunteers for all CT service activities including schedule changes, invitations, emergencies, volunteer shifts and other activities in all 8 Wards in the District of Columbia.
- Expand volunteer involvement in protection, restoration and maintenance of trees through innovative approaches, communications and progressive skills development.
- Oversee and coordinate the purchase, use and maintenance of all supplies, materials and equipment related to all volunteer activities.
- Develop and implement strategies to cultivate relationships with relevant public/private interest groups to engage, educate and involve them in activities to protect, restore and maintain the urban tree canopy.
- Communicate and distribute information and promotional materials including flyers, brochures, newsletter articles, press releases, email announcements and web site updates related to all service activities.
- Collaborate with multiple CT departments on various projects related to volunteer needs.
- Support fundraising and development initiatives at CT.

QUALIFICATIONS:

- Bachelor's degree and two to five years demonstrated success managing and implementing volunteer and community events.
- A strong history of project management, event planning and time management skills
- A commitment to urban forestry, conservation, and environmental education in urban areas.
- Professional demeanor, superior written and oral communications skills, and the ability to interact and work with a variety of urban audiences.
- Excellent interpersonal skills. Creativity, flexibility, confidence, and positive spirit a must.
- Ability to work both independently and as part of a team.
- Manage multiple activities simultaneously.



- Must be able to establish, track and meet deadlines, often under pressure.
- Proficiency with Eventbrite, Microsoft Office (Excel, Word, Outlook) and ability to learn new programs required. Salesforce experience a plus.
- Must be flexible to work evenings, weekends and extended hours.
- Must be able to come into Casey Trees headquarters in Washington, D.C. for a face-to-face interview at the interviewees own expense.

WORKING CONDITIONS

This position works in an office environment and the outdoors. They will utilize the following equipment and shall have the following physical demands:

Technological Demands: Computer, IPad, printer/copier, cell phone, laminator and automobiles usage.

Outdoor Demands: Using shovels, pickaxes, knives, stake driver, buckets, hose, wire cutters, mulch bags, trees, hand pruners and other tools necessary for planting/ pruning or caring for trees.

Physical Demands: (Detail Specifics)

- Usage of equipment and lifting to plant trees with youth and adult volunteers.
- Working outside year round for various education and volunteer events and classes with youth and adults.

The physical demands and work environment described are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act.

POSITION DURATION AND COMPENSATION:

This position is full-time and permanent. Salary is commensurate with experience. Preferred start date is September 11, 2017.

Work schedule varies by season. Weekend and evening work is required but a flexible schedule is offered to allow for a good work/life balance.

Please submit materials by Monday, August 28, 2017 to be considered for the role. The position will be open until filled.

TO APPLY:

Please email the following items to Laura Bassett, Acting Director of Education, at jobs@caseytrees.org:

- Letter of interest

- Résumé
- Availability including start date
- Contact information for three references

Enter position title only into email subject line.

Applications are accepted on or before Monday, August 28, 2017. No telephone or email inquiries please.

Casey Trees is an Equal Opportunity Employer