

Date	Department	Location
May, 2019	Training & Volunteer Management	Washington, D.C.
Classification	Employment Terms	Reports to
Full-Time, Exempt	At Will	Executive Director

Summary

The Director of Training and Volunteer Management (T&VM) implements and oversees Casey Trees’ volunteer intake, training, deployment and quality control for organization-wide engagements, and; certain aspects of internal training. The Director is also responsible for Casey Trees’ school program, geared toward providing tree and tree-related education opportunities in the DC schools – public, private and charter, and CT’s summer youth education activities. The Director oversees and manages a small staff and serves as part of Casey Trees’ senior management team to ensure the effective and efficient delivery of programs and activities across the organization.

Essential Functions

The following functions are representative of the Director’s responsibilities, including but not limited to:

Management & Supervision

- Develops department budget and adheres to it.
- Serves as a member of the organization’s senior management team.
- Ensures all planning documents are up-to-date, relevant and on-target.
- Formulates staff work plans and ensures their compliance with organizational & department plans
- Tracks the impact and efficiency of resource use in program execution.
- Regularly informs the Executive Director on departmental activities and progress.
- In collaboration with Human Resources, responsible for staff recruitment, management, evaluation, progressive discipline, and related tasks.

Internal Program Support

- Designs, implements and evaluates all T&VM programs.
- Ensures all programs are on-task, on budget and are executed efficiently and effectively.
- Actively collaborates with peer program directors and the Executive Director.
- Conducts and manages internal staff trainings as part of internal professional development trainings.
- Collaborates with program directors on T&VM and other initiatives to ensure goals are being met.
- Secures funding for T&VM activities with CT’s Communications and Development team.

External Relations

- Develops, maintains and strengthens partnerships with other non-profits, governmental agencies, businesses, volunteers, residents, etc.
- Speaks and communicates regularly with groups, garnering support for CT’s programs and activates.

Technical

- Maintains general technical knowledge of urban forestry and urban environmental issues.
- Understands and employs educational techniques and principles to ensure adequate transfer of knowledge to a varied constituent base.
- Can use and learn a variety of computer programs employed by the company including but limited to: Salesforce, Eventbrite, the Microsoft Office Suite, and others as required.

Competencies

- Highly motivated
- Urban Forestry

- Environmental Education
- Volunteer Management
- Public Speaking
- Interpersonal communication
- Flexibility
- Process Improvement

Supervisory Responsibilities

Manages a team of full and/or part time staff and occasionally interns.

Working Conditions

Work is conducted primarily in an office setting, but the incumbent is occasionally required to work outside year-round in the heat, cold and inclement weather.

The incumbent in this position typically uses the following equipment:

- Computer
- Printer/Copier
- Facsimile
- Telephone
- Laminator
- Automobile
- Hand tools – shovels, rakes, etc.

Physical Demands:

- While this is primarily a desk job, all CT employees may engage in tree planting/related activities in outdoor environments, year-round in the heat, cold and inclement weather and must have suitable clothing. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions in accordance with the Americans with Disabilities Act.
- While performing the duties of this job, the incumbent is regularly required to talk, hear, stand; walk; use hands to finger, handle or feel; and reach with hands and arms. The incumbent is occasionally required to lift and/or move up to 30 lbs, lift files, open filing cabinets, bend or stand on a stool, etc.

Position Type/Expected Hours of Work

This is an exempt position, 40 hours a week. The incumbent must be able and willing to work evenings, weekends, and extended hours when needed.

Travel

Travel is primarily local, although some out of the area travel and overnights may be expected

Required Qualifications

- Undergraduate degree in environmental education, arboriculture, horticulture, environmental sciences or related degree, or; an equivalent combination of education and experience in same.
- Three or more years of professional experience in education, urban forestry, volunteer management, or related field. Practical experience managing and implementing or community-based programs.
- Demonstrated experience supervising, managing, and inspiring small team of employees.
- Valid Driver's license and clean driving record
- Professional demeanor, superior written and oral communications skills, and the ability to interact and work with a variety of audiences, including educators, scientists, students, volunteers, funders, school administrators, residents, etc.
- Must be able to manage multiple activities simultaneously.
- Must be able to establish, track, and meet deadlines (often under pressure).
- Must be flexible to work evenings, weekends, and extended hours when needed.

Preferred Qualifications

- Five or more years' demonstrated training experience in the arboriculture, horticulture or related field.
- Five or more years' experience managing and executing volunteer and community engagement programs.
- Three years' demonstrated experience in budget and staff management.

- Proficiency with Salesforce, Common Ground, Eventbrite, Microsoft Office Suite and ability to learn new programs required.

Compensation/Benefits

Competitive salary with excellent benefits including health, dental, vision, paid holidays, and paid time off.

Travel

Travel is primarily local, although some out of the area travel and overnights may be expected.

What you will need to apply

Please enter **Director – Training and Volunteer Management** in the subject line of your message and email the following items to the Human Resources Generalist at jobs@caseytrees.org:

- Résumé
- Available start date
- Salary requirements
- Contact information for three references

Incomplete submittals will not be considered. No telephone calls, please. Final candidates will be subject to a background check at time of conditional offer.

Equal Employment Opportunity Policy

Casey Trees is proud to be an Equal Opportunity Employer.

Who We Are

Casey Trees is a Washington D.C.-based nonprofit committed to restoring, enhancing and protecting the tree canopy of the nation's capital. For more information visit our website at: www.caseytrees.org.