

Volunteer Coordinator

The Battery Conservancy (TBC) is a non-profit organization that works in partnership with the NYC Department of Parks & Recreation to operate and activate The Battery, the 25-acre public park located at the southern tip of Manhattan. The Battery is at the forefront of sustainable urban park planning and maintenance, featuring an organic urban farm, the unique Battery Playscape and SeaGlass Carousel, and a history entwined with that of New York City and the United States. It serves visitors from the Lower Manhattan neighborhood, all five boroughs, and around the world. Since 1994 TBC has spearheaded its transformation from a dilapidated and rundown dustbowl into a tranquil public garden and outdoor oasis.

TBC relies on dedicated volunteers to help maintain the 240,000 sq ft of perennial gardens and farm space throughout The Battery, to lead tours, and to staff a greeter table answering visitors' questions. The Volunteer Coordinator is responsible for managing the volunteer schedules and communication, acting as a liaison between the volunteers and TBC staff, and working with the development team to set up and execute volunteer events for corporate partners. This position is non-exempt, part-time (approx. 24 hours/week), partially remote, and reports to the COO.

RESPONSIBILITIES:

- Coordinate all aspects of the individual volunteer program including orientation and training setup, communication with volunteers and TBC staff, recruiting new volunteers, and seasonal scheduling through volunteer software
- Keep website, Volunteer Impact software, and social media up to date with volunteer opportunities available
- Keep detailed records and report on volunteer participation
- Organize and execute volunteer appreciation programs, including awards program and volunteer picnics
- Work closely with the Park Manager and park staff to maximize volunteer impact
- Work closely with the Development Manager to set up and facilitate corporate volunteer events including coordinating with the park staff for project planning, communicating with the point person as needed, and greeting the group at the event
- Coordinate with non-corporate community groups to set up and facilitate volunteer events as they are needed in the park
- Provide training for TBC staff on working with volunteers to ensure the best volunteer experience possible
- Assist with major TBC events and perform other general tasks as assigned by the COO

QUALIFICATIONS

- At least two years of experience managing volunteer programs
- At least two years of non-profit experience
- Excellent organizational, communication, and writing skills
- Experience with community engagement and public speaking
- Experience with program evaluation and data analysis
- Ability to work efficiently both on a team and alone

- Ability to work outside in all weather conditions
- Flexibility to work occasional weekend hours as needed
- Proficiency with social media platforms
- Proof of Covid-19 vaccination

Position Starts: Immediately

Compensation: \$25/hour

Please send a resume with cover letter explaining your relevant experience to positions@thebattery.org with "Volunteer Coordinator" in the subject line. No phone calls please.