



**MISSISSIPPI PARK  
CONNECTION**  
*Discover your river*

## VOLUNTEER COORDINATOR

Mississippi Park Connection is seeking a full-time Volunteer Coordinator to assist in managing the Mississippi National River and Recreation Area's Volunteer-In-Parks program within the Mississippi River's 72-mile national park. The candidate will coordinate on-the-ground operations of the volunteer program, including scheduling and event planning, overseeing events in the field, working closely with National Park Service staff, and will report directly to the Environmental Stewardship and Volunteer Manager.

### FLSA STATUS

Exempt – Full Time

### SALARY RANGE

\$14.00 - \$17.00 hourly DOQ

### LOCATION

Mississippi Park Connection /  
National Park Service Headquarter Office  
111 Kellogg Blvd, Suite 105  
Saint Paul, MN 55101

### JOB DUTIES AND RESPONSIBILITIES

#### **Coordinate an effective volunteer program in collaboration with the National Park Service:**

- Develop volunteer activities and events in response to needs from the National Park Service.
- Facilitate and schedule group volunteer activities for community groups and businesses.
- Coordinate large volunteer events of up to 150 participants, like River Action Volunteer Events (RAVEs) and National Public Lands Day, including site and program logistics, volunteer projects, and follow-up communications.
- Marketing & PR: Promote volunteer events and opportunities for localized groups and general public (RAVEs, etc.); write and distribute press releases regarding specific volunteer events/opportunities.
- Volunteer Communications: In partnership with NPS, maintain open communication with volunteers through e-mails, newsletter, mailings, website, etc.
- Schedule, plan, lead, and prep for bi-weekly meetings with volunteer program staff.

#### **Manage volunteer recruitment, orientation, training, recognition of group volunteers:**

- Volunteer Recruitment: Seek out and respond to internship and group volunteer requests in coordination with NPS staff.
- Track volunteer placement.
- Recognition: Co-coordinate volunteer recognition initiatives with NPS.
- Assist Development Staff in maintaining Salesforce and MailChimp databases for group volunteers that will track hours and allow for effective communication; occasional data entry required.
- Support and communicate with NPS to ensure necessary volunteer paperwork is complete.

### JOB SPECIFICATIONS

- Experience working with multiple staff, volunteers, and program responsibilities.
- Excellent interpersonal and communication skills and leadership qualities.
- Must be able to work flexible hours including evenings and weekends (around 4 times monthly), as well as willingness to work outdoors when coordinating volunteer events.
- Ability to work well under pressure, juggle multiple time-sensitive tasks, and meet deadlines.
- Experience with community-based work. Capacity and desire to work with diverse constituencies, a commitment to public interest, a great sense of humor, and a can-do attitude.
- Excellent oral and written communication skills, including public speaking experience.
- Demonstrated ability to initiate and manage projects; strong organizational and administrative skills. Must be able to work independently, as a part of a team, and with all levels of staff, NPS employees, guests, and volunteers.

## JOB SPECIFICATIONS (CONTINUED)

- Proficiency in Microsoft Word and Excel, as well as database management experience preferred.
- The individual must be able to perform the essential functions of the job satisfactorily as outlined in this job description. Where necessary for a qualified individual with a disability to perform the essential functions of the job, reasonable accommodations will be provided.
- The employee is occasionally required to lift up to forty (40) pounds.
- Employee must have a valid driver's license, be able to pass a federal background check, and meet a driving record policy due to the use of a government automobile.

## REQUIREMENTS

- Ability to think creatively and quickly and present complex topics.
- Ability to respond to common inquiries from volunteers, staff, visitors and other members of the community.
- Ability to write clearly and persuasively in correspondence.
- Ability to effectively communicate over the telephone.
- Ability to work in a team environment as well as operate independently.
- Ability to collect and manage data.
- Ability to read, analyze and interpret MPC and NPS procedures and guidelines.
- Ability to motivate and effectively communicate with government and non-profit partners.
- Ability to communicate verbally and in writing in the English language.

## QUALIFICATIONS

- Bachelor's degree or equivalent preferred;
- Outdoor or on-water work experience preferred;
- Familiarity with managing volunteers and employees;
- Multi-tasking capability and ability to work well under pressure in a fast paced environment;
- Excellent computer, data management, and analysis skills;
- Flexibility and follow through;
- Proven ability to work with multiple organizational partners in a professional and engaging way;
- Familiarity with ArcGIS, WordPress, MailChimp, and Salesforce, and other databases, a plus;
- Strong commitment to and strong interest in MPC's mission.

### TO APPLY:

**Please electronically submit your resume, cover letter, and three references to:**

Mary Hammes, Environmental Stewardship and Volunteer Manager  
Mississippi Park Connection  
mhammes@parkconnection.org

**DEADLINE: TUESDAY, AUGUST 7<sup>TH</sup>, 2018**

### ABOUT MISSISSIPPI PARK CONNECTION

Mississippi Park Connection is the charitable, nonprofit partner of the Mississippi National River and Recreation Area. Our mission is to strengthen the enduring connection between people and the Mississippi River by enriching the life of the river and the lives of all who experience our park.

We do this by:

- Raising funds in support of the park's education and stewardship programs;
- Increasing awareness of our national park and the Mississippi River;
- Providing community connection, expertise, advocacy and inspiration for the park.

[parkconnection.org](http://parkconnection.org)

### ABOUT THE MISSISSIPPI NATIONAL RIVER AND RECREATION AREA

In 1988, a National Park was created in the Twin Cities to preserve, protect and enhance the significant values of the waters and land of the Mississippi River corridor within the Twin Cities metropolitan area. Known as the Mississippi National River and Recreation Area, the park extends for more than 70 miles along the river, running directly through the metropolitan area (the park corridor begins in Ramsey and Dayton and ends just south of Hastings). The park provides leadership, acting as a facilitator and coordinator, in promoting a common vision for river corridor management among 25 municipalities and numerous partner agencies and organizations, whose responsibilities intersect.

[nps.gov/miss](http://nps.gov/miss)