



Volunteer Coordinator Announcement

Part-Time, Temporary Position

Shirley Heinze Land Trust (SHLT) protects and manages over 2,700 acres in Lake, Porter, LaPorte and St. Joseph Counties in northwestern Indiana. SHLT is seeking an energetic, self-motivated, committed, and skilled individual to take on the Volunteer Coordinator role. Candidates should demonstrate our organizational values: Conservation; Collaboration; Integrity; Inclusiveness; and Innovation.

The Volunteer Coordinator will be primarily responsible for building and maintaining the volunteer program, as well as providing support for program delivery across the organization. This position reports directly to the Director of Engagement and collaborates with Board and committee members as well as staff to achieve organizational and engagement goals.

Shirley Heinze Land Trust is proud to be an equal opportunity employer. We are committed to building a team that empowers each individual and represents a variety of backgrounds, cultures, perspectives, and skills.

RESPONSIBILITIES

Cultivate volunteers, preserve stewards, adopt-a-trail volunteers, docents, and interns to work on a variety of special projects which may include restoration work, preserve maintenance, event support, research and monitoring, guiding hikes, and office tasks.

Cultivate and maintain relationships with preserve stewards and adopt-a-trail volunteers for all preserves.

Develop empowerment plan and resources for volunteer leaders.

Develop Guardians of Nature program to recruit, train and deploy docent tours at key preserves including Meadowbrook, Lydick, Ivanhoe and Ambler.

Work with businesses, schools, youth groups, associations, and community organizations to promote and execute group volunteer experiences.

Build partnerships and coordinate SHLT outreach events such as hikes, presentations, and tabling events.

Develop procedures to train, schedule, direct, and support volunteers.

Assist with securing, administering, and reporting grant funding, as well as partnerships to accomplish volunteer initiatives.

Support fundraising, outreach and engagement activities, events, and planning.

Recruit and retain new volunteers including responding to volunteer inquiries via the website, email and phone.

Maintain the volunteer database and track and report volunteer hours and activities.

Work with Communications Coordinator to achieve regular and consistent messaging regarding volunteer opportunities and promotion of the volunteer program via the website, email and social media.

Develop and execute regular volunteer recognition.

QUALIFICATIONS

Minimum of 2 years professional experience in education, nonprofit coordination, development, or related field working with the public.

Experience interacting with volunteers and people of all ages.

Enthusiasm for volunteer cultivation and engagement.

Land management and interpretive experience preferred.

Ability to work independently as well as in in a team environment.

Excellent written and verbal communication skills.

Experience with Microsoft Office programs, data entry, e-mail platforms, and social media.

Valid driver's license.

To apply:

Please direct inquiries and applications, including resume, letter of interest, references and salary requirements to:

Bonnie Hawksworth, Director of Engagement

219-242-8558

Shirley Heinze Land Trust, 109 West 700 North, Valparaiso, IN 46385

bhawksworth@heinzetrust.org

Electronic submission is encouraged. Visit www.heinzetrust.org to learn more about the organization.

Deadline: Monday, April 25, 2022