

Volunteer Coordinator

Position type: Full-time (non-exempt), subject to furlough

Reports to: Director of Volunteer Programs

Location: El Portal, CA / Yosemite National Park

The Volunteer Program Coordinator is responsible for administrative, logistical, and field support of the Yosemite Conservancy (YC) Volunteer Program. This role will work both independently and collaboratively with the Director of Volunteer Programs, the Volunteer Programs Assistant, and the National Park Service (NPS) to ensure the Conservancy's programs are logistically sound, expertly implemented, and safely executed, with an eye for efficiency and a dedication to increasing diversity, equity, and inclusion in park programs.

Who We Are

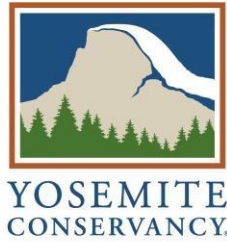
We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You'll Do

The Volunteer Coordinator reports to the Director of Volunteer Programs and is responsible for the following:

Leads:

- Coordinate with NPS work leaders to plan relevant and appropriate volunteer work.
 - Work Week crew facilitation of 12+ projects throughout Yosemite.
 - Affinity Group Stewardship Retreat (various duration) facilitation of 4+ projects in Yosemite Valley and Tuolumne Meadows.
 - Special Event (single day) facilitation of up to 4 projects throughout Yosemite.
 - Corporate Weekend support of up to 5 projects in Yosemite Valley.
 - Stewardship Weekend support of 3+ projects throughout Yosemite.
- Craft a project schedule and calendar for the year that includes a variety of daily projects to increase diversity of tasks and volunteer capacity. Include back-up plans for camping and worksites.
- Create detailed project descriptions and website material.
- Input schedule and descriptions into volunteer registration software, VolunteerMatters.
- Secure campsites with NPS for all applicable programs.
- Recruit volunteers for work week program with a focus on local outreach, new community contacts, and reshaping programs to foster a safe and welcoming environment for diverse audiences.
- Manage intake of participants for all applicable programs.
- Hire and schedule contract cook staff, provide oversight, and manage their performance and payments.
- Coordinate logistics for volunteer crews, cooks, and camp, acting as the liaison between NPS and YC participants.
- Collaborate with NPS work crew leaders to provide on-the-job training to volunteers in trail maintenance, vegetation restoration, and wildland fire mitigation skills.



- Oversee risk management of work crews.
- Train Volunteer Programs Assistant in group leadership, project safety, field skills, and work crew camp setup/teardown.
- Provide Assistant with weekly volunteer information updates to enable successful camp resupplies.
- In conjunction with NPS, maintain labor statistics and metrics for all service projects.
- Order and maintain tools, equipment, sustainable appreciation gifts, and bulk food for camp and work projects.

Supports:

- Update and follow an annual budget for all service-based volunteer programs.
- Assist director with seasonal board report updates, annual plan reviews, and revenue tracking.
- Collaborate with marketing team to promote volunteer opportunities, recruitment and enrich digital and print content creation.
- Assist director with Visitor Information Assistant training; risk management and preventive search and rescue program.
- Assist with off-season volunteer recruitment, across all programs.
- Support NPS Volunteers in Parks department as requested: Facelift, annual volunteer awards nominations and selection.

Who You Are / Keys to Success (the must-haves)

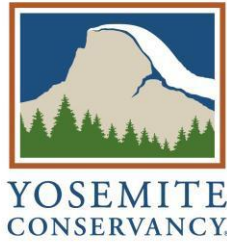
To be successful in this job, you will excel in these areas:

Hard skills:

- Demonstrate ability to implement a range of outdoor programming logistics.
- At least two seasons on a trail, fire, or vegetation management crew - or - two seasons of outdoor education or volunteer leadership coupled with familiarity of the use and maintenance of hand tools.
- Familiarity with or a drive to learn Yosemite National Park summer operations.
- Extensive knowledge of safety in the outdoors; able to teach, guide, and monitor participants to prevent and minimize accidents in camp and at work.
- Strong office administration, computer skills, data management, and ability to work with new software and technology is a must, including Microsoft Office Suite, SharePoint, Adobe, VolunteerMatters.
- Valid California Driver's license
- Ability to pass a background check and clearance to drive company vehicles.

Soft skills:

- Committed to continual learning and teaching, to the Conservancy mission, and to advancing a culture of inclusion in the organization and in Yosemite.
- Excellent communication and relationship skills with a variety of internal and external stakeholders.
- Able to adapt to changing conditions and meet moving deadlines while working in both the office and field.



- Can work well independently or as part of a team.
- Ease and ability to engage with and teach people from diverse cultural, socioeconomic, and ethnic backgrounds and of diverse ages.
- Able to prioritize and act quickly and thoughtfully on the myriad of logistical challenges that are endemic to working in Yosemite National Park.
- Highly independent, self-starter who displays initiative in developing new projects and collaborations.
- Creative thinker and open-minded problem solver with a calm and flexible demeanor.
- Organized trip planning and event or project management skills.

The following are plusses, but not requirements:

- H.S. diploma or equivalent required; college degree preferred
- Wilderness First Responder certification
- Prior work experience in Yosemite National Park
- Working knowledge of the natural and cultural history of the Sierra Nevada

Working Conditions

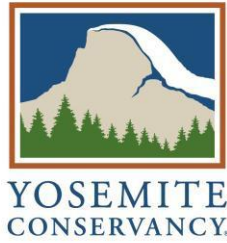
- From May-October this role will hover near half field-based and half office-based, with the remainder of the year being primarily office based with occasional meetings and site visits.
- Office time will involve regular sitting or standing at a desk and computer for extended periods.
- Field season will involve frequent standing, bending, crouching, and hiking moderate distances at high elevation and on uneven terrain in all weather conditions, lifting and carrying objects up to 40 lbs. when hauling supplies or backpacking.
- The coordinator will be required to carry and use hand tools such as shovels, rakes, McLeods, loppers, axes, hand and crosscut saws, grip hoists, rock bars and more.
- Occasional evening, weekend, and overnight work (typically camping) will be required.

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ+ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time and based in El Portal, CA and Yosemite National Park with the majority of work in-person in the park. For administrative days, we do offer a hybrid work from home schedule. Housing is not available. This position will furlough for 8 weeks in the winter.

The compensation for this position is \$24-25/hour, depending on experience.



We also offer excellent benefits, including:

- 11 annual holidays and 2 floating personal days
- 100% paid premiums for employee health insurance
- vision and dental insurance
- basic life insurance
- vacation and sick leave
- retirement program (following one year of employment)
- annual National Parks pass
- and more

How to Apply

Please send a cover letter and resume in a single PDF file to ebrosk@yosemite.org with subject line Volunteer Coordinator Application. Deadline for application is November 20, 2023.