



JOB TITLE: Volunteer Services Assistant
Location: Volunteer Management Office, 1571 Boston Mills Rd. Peninsula, OH
Reports To: Director of Volunteer Services
FLSA Status: Seasonal position – Non-exempt – Minimum Wage
Dates: Mid-April through the end of October 2018 (exact dates flexible)

1. Job Duties and Responsibilities:

Assist with planning, implementation, and leading of large-scale Day of Service events, corporation/community organization volunteer events and Drop-In Habitat Restoration programs including: managing registration, advance communications, and follow up communications. Update volunteer management paperwork. Assist with the implementation of a new online volunteer management system and assist with data collection, entry, and report analysis. The position has a mix of office and in the field opportunities.

2. Requirements:

- High School diploma, Associates or Bachelor's degree desired but not required.
- Experience in volunteer management, project management, customer services, or park and recreation is preferred.
- Excellent organizational and time management skills.
- Proven capacity to successfully multi-task in a fast-paced environment with demonstrated personal traits of sense of humor, maturity and grace under pressure.
- Capacity to adapt to changing priorities and balance competing assignments is necessary.
- Proficiency in various Microsoft Office and related software programs. Ability to utilize technology and social media.
- Excellent interpersonal and communication skills (verbal and written).
- Self-motivated, directed and detail oriented.
- Able to work a flexible schedule, including weekdays, weekends, holidays and evenings.
- Must be able to work well in a team environment as well as operate independently.

3. Job Specifications

- 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. While performing the duties of this job the employee is often exposed to outside weather conditions while working at outdoor concerts. The employee will be on his/her feet for hours at a time and will be moving and lifting heavy equipment, chairs, tables, etc. The noise level in the office environment is moderate to quiet. The noise level at concerts is amplified and can be very loud. Employees are regularly required to stay stationary in an office environment.
- This position requires bending, walking and significant periods of time standing.
- This position requires lifting tools and equipment and other items that may weigh as much as 50 pounds.
- This position requires moderate amounts of time on the telephone and keyboarding.
- Employee must have a valid driver's license and meet our driving record policy.
- The employee must be able to participate in two way or multi dimensional communications with multiple people.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to provide information for a criminal record and background check. Some positions require that the employee must be fingerprinted for a criminal record check in the state of Ohio and for a FBI criminal record check if the employee has not lived in Ohio for the last 5 years.

4. To Apply

- Send résumé and cover letter to apply@forcvnp.org with the position title as subject line.