

# CONSERVANCY

**for CUYAHOGA VALLEY NATIONAL PARK**

1403 W. Hines Hill Rd., Peninsula, Ohio 44264 330-657-2909

[www.conservancyforcvnp.org](http://www.conservancyforcvnp.org)

## **Position Announcement** **Volunteer Services Assistant**

2/21/2019

*The Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. For more information on the Conservancy, go to [www.conservancyforcvnp.org](http://www.conservancyforcvnp.org).*

### **Position Description, Essential Duties (other duties as assigned):**

- Assist with planning and implementation of corporate volunteer events and drop-in events; handle logistics, equipment setup, registration, photography and follow up.
- Serve as a leader for volunteer activities by assisting and supervising groups.
- Assist with implementation of annual Day of Service activities; assist with planning, set up, clean up and general logistics.
- Respond to volunteer inquiries and track volunteer placement.
- Take and organize registrations for volunteer trainings and events.
- Assist with set up and logistics of volunteer events and activities including the Volunteer Enrichment Series, Recognition Events, Social Events etc.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

### **Minimum Qualifications:**

- Bachelor's degree preferred; preferred areas of study include non-profit management, park management, public relations/marketing, communications, environmental studies, or a related field.
- Employee must have a valid driver's license, successfully pass a provided defensive driving course, and meet our driving record policy due to use of a government or Conservancy owned vehicle.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.
- Experience working with volunteers preferred.
- Must be able to work outdoors.
- Excellent interpersonal and communication skills.
- Must be able to work flexible hours and be able to work occasional evenings and weekends
- Experience with word processing, internet software, e-mail, and database systems.
- Certified in First Aid/CPR/AED or ability to obtain certification through a provided training.

**Status/Pay/Benefits:** This is a seasonal position beginning in late April 2019 and concluding October 25<sup>th</sup>, 2019. This position is full time 40-hours per week, non-exempt, paying \$10.00 per hour. No benefits are offered or associated with this position.

**To Apply:** Send cover letter and resume to [apply@forcvnp.org](mailto:apply@forcvnp.org), with the subject line reading "Volunteer Services Assistant." Position closes on March 22<sup>nd</sup>, 2019.

*The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.*