Position Announcement

Volunteer Services Assistant

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. The Conservancy’s mission is to enrich lives and our communities by inspiring use, appreciation and support of Cuyahoga Valley National Park and ensure its preservation.

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

- Assist with planning and implementation scheduled volunteer events and corporate volunteer events; handle logistics, equipment setup, registration, photography, and follow up.
- Serve as a leader for volunteer activities by assisting and supervising groups of volunteers.
- Assist with the implementation of largescale service projects; assist with planning, set up, clean up and general logistics.
- Respond to volunteer inquiries and track volunteer placement.
- Receive 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, Appreciation events, and others as needed.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position’s job description.

Minimum Qualifications:

- Bachelor’s degree or working towards a bachelor’s degree preferred; preferred areas of study include non-profit management, park management, 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 vehicles.
- 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 regularly, as well as in an office setting.
- Excellent interpersonal and communication skills.
- Must be able to work 8:30am-4:30pm Monday through Friday, with occasional evenings and weekends scheduled with advanced notice.
- 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.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position’s job description.

Status/Pay/Benefits: This is a seasonal position beginning April 20th, 2020 and concluding November 6th, 2020. This position is full time 40-hours per week, non-exempt, paying $10.50 per hour. No benefits are offered or associated with this position. Potential for extension depending on job performance and available funding.

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading “Volunteer Services Assistant.” Position closes on March 20th, 2020. Applications will be reviewed as received.

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.