

C&O Canal Trust Position Description

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| TITLE: | Volunteer Coordinator |
| REPORTS TO: | Director of Programs & Partnerships |
| LOCATION: | Hybrid , in office at C&O Canal National Historical Park Headquarters in Williamsport, MD and telework. |
| DURATION: | Permanent Employee |
| HOURS: | Full-time |



Overview

Are you ready to bring your energy and skills to help preserve the largest national park in the Washington, DC, region? The C&O Canal National Historical Park (NHP) runs 184.5 miles along the Potomac River from Washington, DC, to Cumberland, Maryland. It is beloved by over five million people who use it annually for recreation, exercise, and the enjoyment of history and nature. Almost entirely fee-free, it is one of the most accessible and visited national parks in the nation, attracting higher annual visitation than either Yellowstone or Yosemite.

The C&O Canal Trust is the official philanthropic partner to the C&O Canal NHP, a growing nonprofit that raises funds to preserve and protect the C&O Canal NHP and manages programs that promote the Park's natural, historical, and cultural resources for recreational and educational purposes.

Our role is to engage a community of people — donors, elected leaders, business leaders, recreational visitors, and school children, who understand the value of and support this wonderful national park.

The Position

The C&O Canal Trust is seeking an enthusiastic, people-oriented Volunteer Coordinator to manage daily operations of our vibrant volunteer programs. This individual will have strong interpersonal and collaboration skills, great attention to detail, a strong work ethic, and ability to excel both in the office and the field. An ideal candidate values the Trust's mission and shares our commitment to engaging individuals of all ages and backgrounds in beautification and light maintenance activities in support of our local national park. The position will coordinate and manage daily operations of the Trust's volunteer programs, including Canal Community Days, Canal Stewards, and Canal Ambassadors, as well as provide other programmatic support as needed.

The Volunteer Coordinator reports to the Director of Programs and Partnerships, and works closely with Trust volunteers and the National Park Service. The position is based in the C&O Canal NHP in a new headquarters building adjoining the Park in Williamsport, Maryland. Trust staff operate under a hybrid model – in office and telework – to allow for on-site collaboration as well as focused telework time.

Duties and Responsibilities

- Recruits and supports volunteers in public and private group projects throughout the C&O Canal NHP, providing excellent organization and communication. Ensures that volunteers and partners have a positive experience and are satisfied by the outcomes of program events.
- Recruits and trains volunteers in individual and ongoing positions, including project leaders, encouraging the continued dedication of our regular contributors.
- Coordinates with NPS to plan and manage public cleanup events each year.
- Manages volunteer supplies, keeping inventory and replacing or increasing supplies as needed.
- Tracks results of all projects, maintaining contact information, projects completed, contracts, and appropriate forms.

All staff members are required to assist with general organization-wide duties and at major events. Moderate weekend work will be required. Compensatory time off is available.

Qualifications

- High school diploma or equivalent. Bachelor's degree in related field preferred.
- Must speak, read, and write fluently in English. Additional language competency, especially Spanish, preferred.
- Ability to balance multiple projects and priorities simultaneously and meet deadlines.
- Strong interpersonal and communications skills, both verbal and written. Ability to provide clear instructions to those unfamiliar with the projects and to work well with people from a wide variety of backgrounds.
- Flexible and self-motivated, able to work both independently and as part of a team.
- Strong attention to detail while ensuring big picture success.
- Strong computer literacy with specific experience using Microsoft Office Suite.
- An enthusiastic commitment to the C&O Canal Trust's mission.

Physical Demands and Safety

Work is performed both in an indoor office environment and outside throughout the Park with conditions varying by location and environment. Comfortability with physical work, working with tools, and working outdoors is necessary for success, including the ability to lift 50 pounds and independently manage supplies and tools. Reasonable accommodation and team support can be available when needed.

Travel

The main work location will be the Trust offices in the C&O Canal National Historical Park Headquarters in Williamsport, Maryland. The Park covers 184.5 miles along the Potomac River and touches many communities. Travel to a variety of locations will be required. An excellent driving record is required and access to a personal vehicle is necessary. Mileage reimbursements are offered.

Salary Range and Benefits

The salary range is \$38,000-\$42,000 based on experience and the ability to meet the required responsibilities. The Trust offers a competitive benefits package including partial telework, 100 percent employer paid health insurance premiums; vacation, sick, and personal leave; 14 paid holidays; and the C&O Canal Trust's Simple IRA retirement program (up to 3 percent employer matched).

To Apply

For priority consideration, please submit a cover letter and resume to Aidan Barnes, Director of Program & Partnerships, at jobs@canaltrust.org by November 17, 2023. Applications will be accepted until the position is filled. To learn more about the C&O Canal Trust go to www.canaltrust.org.

Equal Employment Opportunity

The C&O Canal Trust is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.