

## C&O Canal Trust Position Description

<b>TITLE:</b>	Volunteer Coordinator
<b>REPORTS TO:</b>	Director of Programs & Partnerships
<b>LOCATION:</b>	<b>Hybrid</b> , in office at C&O Canal National Historical Park Headquarters in Williamsport, MD, and telework. The position requires frequent travel throughout the park.
<b>DURATION:</b>	Permanent Employee
<b>HOURS:</b>	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 the 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 the 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 & Partnerships and works closely with Trust volunteers and the National Park Service. The position is based at the C&O Canal NHP's 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. An estimated 35% of this

position's time will be spent in the park, driving to or from volunteer project locations, or handling other needs such as purchasing supplies. This will vary by season.

### **Duties and Responsibilities**

- Manages all aspects of Trust volunteer programs throughout the park, from large community events to long-term individual volunteer positions. Collaborates with volunteers, partners, and staff to coordinate each program, assign duties, train leaders, and manage supplies.
- Schedules and plans community volunteer events, meeting park and organizational goals while ensuring that volunteers and partners have a positive, fulfilling experience.
- Supports the independent Canal Steward volunteers, providing resources, supplies, training, and feedback whenever they need it. Recruits, trains, and manages new volunteers to the program.
- Manages training and safety in all programs, including hazard awareness, proper use of tools, and leader training. Works closely with volunteer leaders to encourage the continued dedication of our regular contributors.
- Works closely with the NPS to meet project requirements and to expand the impact of volunteer programs parkwide.
- 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. Submits reports in a clear, concise, and timely manner.

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 a related field preferred.
- Must speak, read, and write fluently in English. Additional language competency, especially Spanish, is preferred.
- Skilled at prioritizing competing deadlines and balancing multiple projects simultaneously.
- Strong interpersonal and communication 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 outdoors, throughout the C&O Canal NHP 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 \$42,000 - \$44,000 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).

**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.

**To Apply**

Please submit a cover letter, resume, and three references to Aidan Barnes, Director of Programs & Partnerships at [jobs@canaltrust.org](mailto:jobs@canaltrust.org) by Friday, February 21, 2025.