

*Delaware State Parks Office of Volunteer Services announces the opening of the following position at the Division Office for Volunteer & Community Involvement:*

**Coordinator of Volunteers**  
**Youth Conservation Corps and Internship Program**  
Opening Date: November 18, 2014      Closing Date: When filled

Starting Salary: \$12 - \$14/hour

**SUMMARY:** This is a year round Part-time position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, assisting with coordination of the Division Internship Program and Youth Conservation Corps (YCC). The position will work out of the Division Office at 89 Kings Highway, Dover. This position is currently vacant and is a 12 month part-time position working 29.75 hours per week.

The responsibilities for this position include:

**ESSENTIAL FUNCTIONS:**

- Provides Volunteer coordination duties for the Youth Conservation Corps and the Internship Program, under direction of the Chief of Volunteer and Community Involvement and the Grants and Internship Program Administrator.
- Maintain program volunteer position inventories and position descriptions.
- Develop and implement participant recruitment activities with universities and colleges, schools and community organizations.
- Research, schedule and attend outreach and recruitment events.
- Maintain and update Volgistics database and parks website.
- Process intern and YCC participant applications.
- Maintain and updates internal participant records.
- Complete screening interviews for interns and YCC participants to determine candidate suitability for program participation.
- Process selected participant intern enrollment paperwork.
- Process background checks for interns and volunteers.
- Plan and conducts staff and participant orientation and training.
- Develop program evaluation tools to gather and aggregate program information.
- Prepare and submit regular program reports, including grant performance requirements.
- Develop and maintain partner relationships.
- Provide field guidance and leadership as needed.
- Track program purchase and expenditures, including processing and submitting intern stipend payroll.
- Coordinates participant recognition.
- Assists in Statewide Volunteer events as requested.
- Performs other related work as required.

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**MINIMUM QUALIFICATIONS:**

- Appreciation and understanding of natural, cultural, historical resources/ parks and recreation.
- Knowledge or ability to learn the concepts, principles and practices involved in the recruitment, supervision and administration of volunteers and volunteer resources.
- Strong organization and computer abilities.
- Able to communicate effectively with diverse public and to speak in front of groups.
- Ability to report and keep records.
- Ability to learn and apply program rules, regulations, policies and procedures.
- Independent and responsible.
- Able to lead and motivate others.
- Able to stand for long periods and to walk trails accompanying and leading participants, incorporating reasonable accommodation for members with disabilities.

**BENEFITS:** This is a seasonal position with no benefits. Direct Deposit of paychecks will be required as a condition of employment for all employees. Non-standard benefits include Volunteer Coordinator Training, First Aid/CPR training, on-going training opportunities, and working outside.

**APPLICATION PROCEDURES:**

Please send resume, 2-3 references and a completed state seasonal application to:  
Glen Stubbolo  
Chief of Volunteer and Intern Involvement  
Delaware State Parks  
89 Kings Highway  
Dover, DE 19901  
FAX: 302-736-7968  
Glen.Stubbolo@state.de.us

Note: Applications can be picked up in person at park offices or on-line at [http://www.dnrec.delaware.gov/parks/Home/Documents/Application\\_Seasonal.pdf](http://www.dnrec.delaware.gov/parks/Home/Documents/Application_Seasonal.pdf)

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