

*Delaware State Parks Office of Volunteer Services announces the opening of the following position at the Brandywine Zoo, Wilmington State Parks and Auburn Heights Preserve:*

## **Coordinator of Volunteers**

Opening Date: August 25, 2014

Closing Date: When filled

Starting Salary: \$10 - \$12.00/hour

**SUMMARY:** This is a year round position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, working out of the Brandywine Zoo. This position is currently vacant and is a 12 month casual/seasonal position working 29.75 hours per week.

The responsibilities for this position include:

### **ESSENTIAL FUNCTIONS:**

- Provides Volunteer coordination duties for the Brandywine Zoo, Wilmington State Parks and the Auburn Heights Preserve, under direction of the Office of Volunteer and Intern Involvement.
- Recruits, interviews and selects volunteers.
- Supervise volunteers and volunteer service projects.
- Assess the need for volunteers and volunteer projects through consultation with park personnel.
- Assigns and places volunteers.
- Conducts volunteer orientation and training.
- Coordinates Volunteer recognition.
- Maintains and reports on hours of service and other records as required.
- Assists in Statewide Volunteer events as requested.
- Performs other related work as required.

### **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.
- Able to stand for long periods and to walk trails accompanying and leading participants, incorporating reasonable accommodation for members with disabilities.
- 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.
- Lead and motivate others.

**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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