

Delaware State Parks Office of Volunteer Services announces the opening of the following position at Cape Henlopen & Delaware Seashore State Parks:

Coordinator of Volunteers

Opening Date: November 22, 2013 **Closing Date: December 31, 2013 or when filled**

Starting Salary: \$12/hour

SUMMARY: This is a long-term seasonal position with the Department of Natural Resources and Environmental Control, Division of Parks and Recreation, working out of Delaware Seashore State Park. This is a year-round position that will become available January 2, 2014. It is scheduled for 29.5 hours per week December 15 – March 15, and 35-40 hours per week March 15 - mid-December.

The responsibilities for this position include:

ESSENTIAL FUNCTIONS:

- Responsible for Volunteer Coordination for the Seashore Region Parks, including Cape Henlopen and Delaware Seashore State Parks, Holts Landing, and Fenwick Island.
- Some supervision of park Volunteer Coordinator located at Delaware Seashore State Park May - September.
- Ensure proper engagement of volunteers in region, including:
 - 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.
- Performs other related work as required.

MINIMUM QUALIFICATIONS:

- Appreciation and understanding of cultural and 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.

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

APPLICATION PROCEDURES:

Please send completed state seasonal application, resume, and 2-3 references to:

Glen Stubbolo

Chief of Volunteer Services

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

*The State of Delaware is an Affirmative Action / Equal Opportunity Employer