

*Delaware State Parks Office of Volunteer Services announces the opening of the following position at Killens Pond & Trap Pond state Parks:*

## **Coordinator of Volunteers**

Opening Date: December 3, 2014

Closing Date: When filled

Starting Salary: \$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 Killens Pond and Trap Pond State Parks. 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 Killens Pond and Trap Pond State Parks, 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 a completed state Casual/Seasonal application, resume and 2-3 references 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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