



Friends of Churchville Nature Center

Reconnect • Recharge • Renew

501 Churchville Lane, Churchville, PA 18966

Phone (215) 357-4005 * Fax (215) 396-1153

E-Mail: churchvillenaturecenter@BucksCounty.org * Web-site: www.churchvillenaturecenter.org

Position Available: Coordinator of Volunteers

The Friends of Churchville Nature Center are seeking an energetic and motivated Volunteer Coordinator to join our team. Volunteer Coordinator duties include; recruiting and managing volunteers for the facility, as well as delegating responsibilities to volunteers, overseeing volunteer projects, overseeing volunteers for event and training selected people for their future position.

Hours – 24 a week, with most work days being Thursday – Saturday, but those days and hours may flex at times to accommodate special events and other needs.

Rate – \$16,848.00 – 18,720.00

Job Responsibilities & Duties:

- ❖ Develop and Implement an aggressive volunteer recruitment program, utilizing various media and promotional techniques.
- ❖ Interview and place volunteers as needed
- ❖ Develop training programs and guidelines for volunteers. This includes hands-on training of visitor aids who work the front desk of the center.
- ❖ Provide for the volunteer needs of the center, which include programs, grounds, visitor center, special events etc.
- ❖ Work with the volunteers on outdoor projects such as gardening, trail maintenance, or park cleanups.
- ❖ Be present during all large volunteer events to supervise and meet the volunteer needs throughout the event
- ❖ Prepare volunteer displays and write volunteer articles for the Nature Center Newsletter
- ❖ Provide for and develop volunteer recognition activities, awards and other creative ways of recognizing volunteers
- ❖ Maintain updated files on all volunteers, their skills and recorded hours
- ❖ Prepare and file periodic reports on volunteer hours and projects
- ❖ Assist other staff in the daily functions of the center as needed

Qualifications

- ❖ Outgoing with a likable personality
- ❖ Strong communication skills
- ❖ Good working relationships with people of different personalities
- ❖ Well organized
- ❖ Ability to work flexible hours

- ❖ Ability to do physical work projects, indoors & outdoors
- ❖ Motivation to develop a working knowledge of the center's, Point of Sale system (Quickbooks POS), Access registration data base & phones
- ❖ A working knowledge of Microsoft Office and Social Media

The Friends of Churchville Nature Center is a non-profit organization which works in cooperation with the Churchville Nature Center, a facility of the Bucks County Department of Parks and Recreation, to promote their mission. Although County of Bucks provides two staff (Director/Assistant Director) and resources for the facility, the friends help to provide resources for additional staff, educational programs, family events, as well as operates a native butterfly house and 1500's era Lenape Village at the center. The friends also help to maintain the preserve itself, wildlife gardens and its trails, providing a place for our community to connect with nature. The funds for the friends are raised primarily through membership, program fees and special events.

Note: Although the Friends of Churchville Nature Center staff are not county employees, they are supervised by the two county staff in cooperation with the Friends Board of Directors.

How to Apply:

Please send cover letter and resume to

Churchville Nature Center

501 Churchville Lane,

Churchville, PA 18966

or

Email to pamongillo@buckscounty.org