

Posting: Volunteer & Visitor Coordinator

Location: Delaware, Ohio

Type: Full-time, Exempt



WE'RE HIRING!
VOLUNTEER AND VISITOR COORDINATOR

About Us: Stratford Ecological Center is a 236-acre education farm and nature preserve in Delaware, Ohio. We connect people, land, and life through hands-on programs for all ages, with an emphasis on children, inspiring stewardship and appreciation for the environment and our food systems. Annually, over 16,000 visitors engage with our diverse programs, facilitated by a small staff and over 200 volunteers.

Role Overview: The Volunteer and Visitor Coordinator at Stratford Ecological Center is a dynamic and essential role focused on building relationships that drive our mission forward. You will be at the heart of our vibrant community, leading our welcome center operations, creating positive first impressions, and educating visitors about every aspect of our educational farm and nature preserve. You will foster strong connections with volunteers, staff, donors, and community partners, ensuring an engaging and supportive environment for all. Overseeing volunteer management, you will handle recruitment, onboarding, and recognition, aligning volunteers with their passions and our mission. Join us in cultivating a thriving community where education, conservation, and joyful connections flourish.

General Responsibilities:

Volunteer Management:

- Recruit and engage volunteers for various roles.
- Provide training, guidance, and support to empower volunteers.
- Manage volunteer scheduling for energetic and enthusiastic program execution.
- Ensure seamless communication and regular feedback for continuous program improvement.
- Conduct volunteer orientations, meetings, and appreciation events to cultivate a sense of community and camaraderie among volunteers.
- Collaborate with program leaders and staff to assess volunteer needs and develop strategies for recruiting and retaining volunteers.
- Maintain regular communication with volunteers to keep them informed about upcoming opportunities, events, and organizational updates.
- Stay informed about best practices in volunteer management and incorporate new ideas and techniques to enhance the volunteer program.

Visitor Engagement:

- Greet visitors warmly and share our story to ignite passion for our farm and nature preserve.
- Serve as a point of contact for visitors, providing information about the farm, its facilities, and the various educational opportunities available.
- Lead captivating tours that inspire visitors to return and provide valuable feedback.
- Collaborate with staff to develop engaging exhibits and interpretive materials.
- Monitor visitor feedback to enhance the visitor experience.

Administrative Support and Collaboration:

- Maintain accurate records of volunteer hours, visitor attendance, and program details.
- Handle inquiries and assist with administrative tasks.
- Prepare reports on volunteer activities, visitor engagement, and program outcomes.
- Assist in managing volunteer budgets to ensure efficient resource use.
- Ensure safety and cleanliness of visitor areas and volunteer workspaces.
- Manage supplies and materials for programs.
- Collaborate on organizing engaging events and workshops.
- Support animal care, garden care, land stewardship, and building maintenance.
- Assist with daily operations and basic facility needs as required.

Qualifications:

- 2+ years of relevant experience or equivalent coursework; bachelor's degree in a related field such as environmental science, agriculture, education, or nonprofit management preferred.
- Minimum of 2 years of experience in volunteer management, visitor services, or a related field.
- Ability to work flexible hours, including some evenings and weekends, to accommodate volunteer and visitor needs and occasional special events.
- Proficiency in computer skills, including Microsoft Office, Canva, and volunteer management or CRM systems.
- First Aid and CPR certification, or willingness to obtain certification within the first three months of employment.
- Valid driver's license and access to reliable transportation.
- Experience in farming, outdoor education, event planning, program development, or educational outreach is preferred.

Ideal Candidate Skills and Attributes:

- Passion for environmental education, agriculture, and nature conservation.
- Natural ability to connect with people from diverse backgrounds and build trust.
- Keen listener and observer, with a talent for identifying what motivates and inspires individuals.
- Excellent organizational skills with the ability to manage multiple tasks and prioritize responsibilities effectively.
- Passionate about community service and believes in the transformative power of volunteerism.
- Adaptable to changing situations and dynamic environments.
- Positive attitude and eagerness to work with the public and volunteers.
- Ability to work patiently with volunteers and visitors of all ages and backgrounds.
- Efficient time management and prioritization of multiple responsibilities.
- Strong verbal and written communication skills to effectively connect with diverse groups of volunteers, visitors, and stakeholders.
- Comfortable addressing groups for tours, educational programs, and volunteer training.
- Inspires and motivates teams of volunteers, providing clear direction and support.
- Knowledgeable about sustainable farming practices, conservation principles, and local ecology.

To Apply:

If you're fueled by a passion for the natural world and thrive on connecting with people, guiding them toward meaningful contributions to their community, we eagerly await your application. Come join us in shaping a brighter future for our children and the environment, one volunteer at a time. **Application Deadline: July 8th, 2024.** Please submit your resume, a cover letter outlining your relevant experience and why you are an ideal fit for this role, and three professional references to stratfordhr@stratfordecologicalcenter.org Include "Volunteer & Visitor Coordinator" in the subject line.

- Salary: \$38,000-\$48,000, commensurate with experience.
- Fully paid medical, dental, vision, and life insurance at no cost to employees. Ability to add family and children at additional cost. Company sponsored 401k plan with company match.
- Work / life harmonization including flexible paid time off, paid holidays and program participation
- Free and significantly discounted organically managed farm goods including fresh produce, eggs, meat, and other farm products
- This position is full-time, exempt employee working approximately 40 hours per week. Standard hours are Monday-Friday 8:30am-4:30pm, with evenings and weekends as required. This position is generally office based and cannot be performed remotely on a regular basis. Flexible work arrangements can be accommodated intermittently.

Stratford Ecological Center is an equal opportunity employer committed to diversity, equity, and inclusion. We welcome applications from candidates of all backgrounds and experiences. Join us in making a lasting impact on the environment and the lives of children in our community.