Manager of Volunteer Services

Position Summary:
Irvine Nature Center (INC) is seeking a highly motivated and innovative candidate for the Manager of Volunteer Services position. Irvine’s Manager of Volunteer Services is responsible for strengthening relationships with corporate partners and overseeing the volunteer program for both groups and individuals. This position will manage the entire volunteer experience including recruitment, screening, onboarding, weekly schedule coordination, and recognition. This full-time, in-person position reports to the Deputy Director.

Duties and Assigned Responsibilities:

Individual Volunteers
- Communicate with all departments of the organization to identify available opportunities and volunteer needs
- Develop and maintain a comprehensive recruitment, orientation, training, retention, and recognition plan to ensure that volunteers are knowledgeable and feel valued
- Gather information about each volunteer’s skills, availability, and goals; match volunteers with appropriate opportunities based on this data
- Schedule, coordinate, and assign volunteers to appropriate departments, supervisors, and/or mentors
- Regularly communicate with volunteers and staff supervisors to ensure placement is a good fit and aligns with the needs of the organization
- Develop and maintain complete and accurate records including volunteer contact information, volunteer hours, assigned duties, etc.
- Provide monthly and annual reports on all individual and group volunteer activities to include number of volunteers and hours of service
- Work with marketing team to develop and maintain appropriate collateral materials for recruitment of volunteers
- Register for and attend college fairs and community events for recruiting purposes

Group/Corporate Volunteers
- Schedule and oversee all corporate and group volunteer projects
- Develop and maintain a strong, positive relationship with collaborative partners ensuring that mutually agreed upon expectations are being met
- Collaborate with development team to identify potential corporate volunteer groups and individual donors as a way to further engage constituents
- Work with the Executive Director, Director of Education, Deputy Director and the Natural Resources Manager to determine projects to be completed
- Oversee/assist with the maintenance of the Outdoor Classroom, trails and gardens
- Keep records of all group and individual projects
- Oversee and coordinate volunteers for Project Clean Stream and adopt-a-road efforts
Qualifications:
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software
- Ability to work collaboratively with volunteers from varying organizations and backgrounds

Salary: $40,000-$45,000; commensurate with experience

To apply: Please send your resume, cover letter and three references to HR@ExploreNature.org

Please note: Employment is contingent upon completing and passing a criminal background check and fingerprinting.

Irvine is proud to be an Equal Employment Opportunity employer. We celebrate diversity and do not discriminate based on race, religion, color, national origin, sex, sexual orientation, age, veteran status, disability status, or any other applicable characteristics protected by federal state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
ABOUT IRVINE NATURE CENTER

Irvine Nature Center is the largest private nonprofit environmental education center in the greater Baltimore region. Our mission is to encourage lifelong engagement with the natural world through environmental learning and green living. At Irvine, we inspire people to explore, respect and protect nature.

Founded in 1975 by Olivia Irvine Dodge, Irvine was originally located on the campus of St. Timothy’s School in Stevenson, but its programs were so popular that it eventually outgrew the rented facilities. In June 2008, Irvine moved to 116 ecologically diverse acres in the Caves Valley donated to us by the State of Maryland. In October 2015, a very generous gift from a local philanthropist enabled us to acquire an adjacent property that brings our total footprint to nearly 210 acres. After laying out trails, mowing paths, building boardwalks, and installing directional signs, Irvine opened the property to the public on June 23, 2018.

Our 211-acre property is rich in wetlands, forests and meadows, making it ideal for our environmental education programs and a treasured resource in a region that is becoming increasingly urban. Our campus includes a 17,200-square-foot visitor center with interactive exhibits, educational gardens, an Outdoor Classroom, a Native American site, an aviary currently housing five raptors, a 66-acre restored wetlands, and 7.5 miles of trails, all surrounded by nearly 1,400 acres of protected land. Irvine’s trails and exhibit hall are open to the public year-round, Tuesday-Sunday.

We offer more than 800 environmental education opportunities each year, including school field trips, outreach to schools and the community, after-school programs, summer nature camp, Scout programs, volunteer naturalist training, a native plant seminar, and countless lectures, workshops, and special events. We also are a popular location for nature-themed weddings and birthday parties. Our popular Nature Preschool has spawned other early childhood education programs that have grown substantially over the past three years.

This wide range of programs and services has enabled us to diversify our funding and ensure our financial sustainability. FY 2019 income was generated by education programs (37%), philanthropy (35%) and special events (27%).

Irvine is led by a Board of Trustees composed of individuals with expertise in law, business, marketing, higher education, the environment and energy sectors, philanthropy, and the non-profit community, as well as representatives from local garden clubs, volunteers, and parents.

To find out more about Irvine Nature Center, please visit our website at www.ExploreNature.org