



Volunteer Coordinator Irvine Nature Center

Irvine Nature Center is seeking a motivated, community-oriented **Volunteer Coordinator** who is passionate about getting people of all backgrounds involved with conservation & restoration work. The Volunteer Coordinator is responsible for overseeing group events for corporate partners, community organizations, schools, and the public. This position is **part-time** and reports to the Community Engagement Manager.

Position Responsibilities:

- Maintain detailed, organized records of all group volunteering events and communications
- Send 'Confirmation' and 'Thank You' emails to scheduled groups on a weekly basis
- Perform introduction to Irvine for all new groups at the beginning of each work project; explain the project in detail and stay with the group for the duration of the project
- Oversee scout projects (Eagle & Gold Awards), providing administrative support and mentorship
- Assist with seasonal celebrations at Irvine as needed
- Participate in outreach events as needed to recruit volunteers
- Participate in periodic planning meetings and staff meetings
- Fill in for the Community Engagement Manager when needed
- Assist with the planning, preparation, and execution of Project Clean Stream (Spring event)

Qualifications:

- Excellent oral and written communication skills, including public speaking
- Professionalism and interpersonal skills
- Computer proficiency: Microsoft Office, especially Excel and Outlook
- Experience with outdoor work, particularly trail maintenance and invasive plant removal
- Must enjoy working with people of all skill levels
- Experience working with volunteers
- Attention to detail

Salary: \$20/hour, up to 15 hours/week. Hours may vary seasonally. Must be available Tuesdays and Thursdays. Additional availability during one weekend day preferred.

To Apply: Please send a cover letter, resume, and three references to the attention of Rebecca Sparks, Community Engagement Manager, Irvine Nature Center, 11201 Garrison Forest Road, Owings Mills, MD 21117 or email HR@ExploreNature.org

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

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.