



Volunteer Coordinator

The Opportunity:

2021 marked the beginning of a special Anniversary year at the Boston Harbor Islands: one that celebrates 50 years since the Boston Harbor Islands entered the State Park system, and 25 years since the establishment of the Boston Harbor Islands National and State Park. Throughout 2022, the Boston Harbor Islands Partnership will be celebrating the park anniversaries, including revitalizing volunteerism.

Boston Harbor Now seeks a skilled **Volunteer Coordinator** with a commitment to collaborating with a variety of partners. This full-time, eight-month position will coordinate volunteer opportunities associated with Boston Harbor Islands National and State Park, as well as the Harborwalk and waterfront parks.

Boston Harbor Now (BHN) and the National Parks of Boston (NPB) collaborate to engage volunteers with meaningful public engagement and park stewardship projects. This partnership position will report directly to the VP, Partnerships and Operations and will be integrated within the NPB Education, Youth and Volunteer Engagement Program. The Volunteer Coordinator should have excellent communication capabilities, logistical planning skills, partnership experience, and experience with effective volunteer programming.

Position Summary:

By collaborating with a variety of partners, this position will support existing and new events and experiences for volunteers. Working with dedicated staff from Boston Harbor Now and National Parks of Boston, the Volunteer Coordinator will have an opportunity to shape the future of the volunteer program for Boston Harbor Now and Boston Harbor Islands National and State Park.

Responsibilities:

The Volunteer Coordinator should be able to work effectively in collaboration with others. Specific responsibilities associated with this job include:

- Identify funding needs to support volunteer events and experiences
- Manage / support management / track volunteer budgets
- Leverage volunteer support to complete park stewardship projects and enhance public access to open spaces
- Conduct volunteer outreach and recruitment
- Facilitate volunteer intake and onboarding, matching volunteers with appropriate projects and programs
- Coordinate volunteer trainings to support volunteer development and improve performance
- Assist with volunteer scheduling and transportation

- Collaborate with partners and stakeholders to ensure that volunteers have meaningful work
- Record and securely store volunteer information and data, including volunteer agreement forms for multiple partner agencies
- Share volunteer updates, news, and successes
- Provide clear expectations for successful volunteer work
- Contribute to a positive work environment based on communication and trust
- Contribute to social media as part of volunteer recruitment and appreciation
- Build relationships and increase engagement with diverse communities in the Boston area
- Develop and implement recognition plans for individual and group volunteers

Desired Qualifications:

The successful candidate should be energetic, motivated, and highly organized. The individual should possess excellent oral and written communications skills, a good sense of humor, and the ability to understand and respect the diverse needs and interests of the Boston Harbor Islands National and State Park partners. In addition, a successful candidate would possess the following qualifications:

- An interest in/familiarity with coordinating volunteer experiences
- Demonstrated experience leading teams
- Demonstrated experience working with multiple partners to accomplish common goals
- Experience developing plans and monitoring implementation
- Familiarity with developing budgets for projects and programs
- Ability to manage multiple projects simultaneously, work within tight deadlines and prioritize work
- Experience thinking strategically and developing and maintaining relationships that achieve desired outcomes
- Ability to speak effectively with groups and write effectively for a wide variety of audiences
- Comfortable working independently and collaboratively as a key member of a small, fast-paced team
- Attention to detail and process
- Experience working in partnership with other nonprofits, local communities, for-profits, academia and government agencies
- Proficient in Microsoft Office and other platforms used to coordinate complex teams, *e.g.*, Google Drive, Slack, Zoom
- Fluency in another language (s) a plus
- Flexibility to be able to work evenings and weekends, as needed

Benefits and Salary:

The hourly rate for this position is \$24.00 and includes a competitive benefits package, including medical, dental, life and disability insurance, flexible spending accounts, vacation, sick and personal time, as well as the option to participate in our 403(b) program.

About Boston Harbor Now:

Boston Harbor Now works at the intersection of people and nature to advocate for open space, public infrastructure, and private sector development that will enhance public access to the Harbor and protect the City and the region from the impacts of climate change. We seek to activate the Harbor, reconnect it with Boston’s neighborhoods, and protect water-dependent uses. We build and broaden the constituency for the Harbor by engaging people through diverse

programs – promoting access to the waterfront and the Boston Harbor Islands National and State Park Area.

About the National Parks of Boston:

The National Parks of Boston is a constellation of three National Park Service sites – Boston National Historical Park, Boston African American National Historic Site and Boston Harbor Islands National and State Park. Established by individual legislation and designated purposes, the three units have come together as a unified and collaborative organizational structure. Sites associated with the National Parks of Boston include the Bunker Hill Monument, Charlestown Navy Yard, Dorchester Heights, as well as a variety of partnerships along Boston’s “Trails to Freedom.” In addition, National Parks of Boston contributes to the stewardship of Boston Harbor Islands and the Black Heritage Trail. To learn more about these three national parks, visit the parks’ websites at www.nps.gov/bost, www.nps.gov/boha, and www.nps.gov/boaf.

Commitment to Diversity, Equity, and Inclusion:

Boston Harbor Now is an intentionally diverse workplace. We are intentional about hiring, developing, and retaining people of color at all levels. We don’t just accept differences – we celebrate them, we value them, we promote them, and we thrive on them for the benefit of our employees, volunteers, supporters, partners, and community. We recognize that people bring their personal histories to work and that we make better decisions when we include a wide range of experiences and opinions. Diversity refers not only to race and gender, but also to an array of human differences including: culture, ethnicity, geography, socio-economic position, ability, sexual orientation, background, perspective and more that exist in the community and are reflected in the workforce. We value using a race equity lens to manage the organization and create spaces for conversations on race and ongoing staff and board engagement and empowerment to redesign policies, practices, services and programs. Boston Harbor Now, and the Stone Living Lab, strongly believe that diversity plays an essential role in our mission, fostering innovation and creativity, attracting the best candidates to our team, and enhancing our ability to serve.

Boston Harbor Now is an equal opportunity and affirmative action employer.

How to Apply:

Please send your resume/CV and cover letter to employment@bostonharbornow.org. Please use the Subject line “Volunteer Coordinator Application (your last name)” in your email. No phone calls please.