

**Position Title:** Volunteer Coordinator  
**Position Status:** Full Time / Non-exempt (40 hours/week)  
**Reports To:** Trail Stewardship Program Manger



### **About Friends of the Riverfront**

Since 1991 Friends of the Riverfront has built and advocated for safe, clean, and accessible riverfront trails as part of the Three Rivers Heritage & Water Trail system to create and maintain an outstanding experience for trail users while providing economic, environmental, and health benefits to the Pittsburgh region. Learn more at [FriendsOfTheRiverfront.org](http://FriendsOfTheRiverfront.org).

### **Organizational Values**

We are propelled by employees that exhibit a positive attitude and commitment to our organizational values:

**Include:** Support and promote a diverse and inclusive trail community

**Lead:** Proactively seek out and collaborate with diverse partners and communities

**Be Kind:** Foster a culture of appreciation and service

**Have integrity:** Be accountable to trail users and partners

**Make a Difference:** Passionately advocate for publicly accessible riverfronts and trails

### **Job Summary**

The Volunteer Coordinator will enhance the quality of life for Allegheny County residents and visitors by ensuring a clean, safe, and accessible trail experience through volunteer engagement. They will work as part of the Trail Stewardship Program team to recruit public and corporate volunteers; organize and manage volunteer events; coordinate and staff outreach activities; design volunteer communications and maintain program metrics; and build and sustain positive working relationships with individuals, community, and corporate volunteer partners while serving as an ambassador for the organization.

### **Essential Duties and Responsibilities**

The Trail Stewardship Program team is often the first and main point of contact volunteers have with the organization. The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned:

- Work with the Trail Stewardship Program Manager to execute an annual Stewardship Plan and advance Friends of the Riverfront's Strategic Plan.
- Develop, prepare for, and facilitate volunteer events including weekly Trail Tuesdays, public trail care experiences, and corporate workdays
- Perform site visits along the Three Rivers Heritage and Water Trail to evaluate conditions, respond to issues, and assess beautification, trail amenity, and ecological project sites
- Work with Community Outreach Specialist to identify and recruit individual and group volunteers from trail adjacent communities
- Working with the Trail Stewardship Program manager, design creative and engaging opportunities for volunteer engagement, recognition, and training
- Assist with data collection and program impact evaluation
- Maintain and develop volunteer tracking system and volunteer database
- Design volunteer communications for partner audiences, including regular volunteer cohorts, prior workday volunteers, and corporate partners through newsletter content, social media post, and event communications
- Identify opportunities and represent Friends of the Riverfront at public, community, or corporate partnered outreach activities including tabling, conferences, member engagements, and special events
- Assist in researching and writing grant proposals
- Assist in training and overseeing crew leaders and Trail Stewardship Program interns
- Support overall well-being of Friends of the Riverfront's facility and organization through various, as-needed tasks

## **Skills and Minimum Qualifications**

- Enthusiasm for trails, parks, and accessing the outdoors
- Strong communications and interpersonal skills; *this position is people focused.*
- 1-2 years of experience in volunteer management, public engagement, environmental programs, or teaching and facilitating group activities
- Able to react to change productively, be flexible in responding to event disruptions, and handle other essential tasks as assigned
- Ability to work on diverse teams and with a diverse range of audiences, specifically racially, ethnically, and socioeconomically diverse communities
- Able to work efficiently and independently while maintaining attention to detail and organizational skills
- Able to lift 50 pounds (*trail maintenance equipment, trash and debris, etc..*) regularly in the line of work
- Proof of COVID-19 vaccination (*medical and religious exemptions are accepted with written documentation upon hiring*)
- PA State Act 151 Child Abuse, PA State Act 34 Criminal Background Check and FBI Background check must be obtained within one month of start date (*a finding on the criminal background clearances is not an automatic disqualification, but rather a conversation starter*)
- Have a valid driver's license and be comfortable driving a small pick-up truck
- CPR and First Aid certification within a reasonable time of hire
- Proficiency in MS Office Suite (Word, Excel, Outlook)
- Proficiency on social media platforms, WordPress, and other digital platforms a plus, but not required
- Experience overseeing individuals or groups is a plus, but not required
- Experience using GIS-based systems is a plus, but not required

## **Benefits**

- Healthcare insurance QSEHRA stipend
- 15 days of vacation, increasing with additional years of employment
- 11 paid holidays, plus a paid winter break between Christmas Eve and New Year's Day
- SIMPLE IRA retirement contribution after one year of employment
- \$33/month cellphone stipend
- Professional development
- Flexible work environment

## **Working Conditions**

- 40% Field and 60% Office (Friends is a hybrid at-home/office work environment)
- Some weekend and evening hours are required to attend events

This is a full-time, non-exempt position starting as soon as possible and no later than August 15, 2022. The salary range is \$38,000 - \$40,000. The position reports to the Trail Stewardship Program Manager.

To apply, please send a resume and a compelling cover letter to [alex@friendsoftheriverfront.org](mailto:alex@friendsoftheriverfront.org) with "Volunteer Coordinator Application" as the subject. We are accepting applications on a rolling basis through June 30th and applications will be considered until the position is filled.

*As an equal-opportunity employer, Friends of the Riverfront prides itself in celebrating diversity and does not discriminate in any of its programs, policies, procedures, or employment practices on the basis of race, color, national origin or ancestry, citizenship status, religion, sex, pregnancy or related medical condition, gender identity, sexual orientation, age, physical or mental disability, or any other characteristic protected by law. Friends of the Riverfront is a 501(c)(3) Non-Profit Pennsylvania Corporation.*