



Volunteer Coordinator

Time Frame: May - November 2017
Deadline to Apply: March 20, 2017
Pay Rate: \$11/hour
Class Credit: Available, but not required
Time Commitment: 40 hours/week Monday-Friday, with weekend availability
Work Location: Ganondagan State Historic Site, Victor, NY

Position Description:

The Environmental Field Team seeks a Volunteer Coordinator to organize native plant production, invasive species removal, and seed collection efforts across the Finger Lakes Region. The Environmental Field Team, based at Ganondagan State Historic Site, supports restoration and enhancement projects throughout the Finger Lakes Region. The Volunteer Coordinator is responsible for planning, coordinating, and managing all elements of the volunteer program with attention to detail and enthusiasm.

Work duties may include:

- Managing community outreach efforts to support ongoing projects.
- Organizing, coordinating and leading small and large-scale volunteer groups to support ongoing projects. This will most often include manual removal of invasive plant species.
- Training volunteers in appropriate procedures relating to plant production, invasive species removal, and seed collection.
- Traveling to conduct seed collection projects within the Finger Lakes Region.

Qualifications:

- Candidate should have excellent communication and organizational skills.
- Candidate must be able to motivate and direct volunteers from a wide variety of backgrounds.
- Prior experience with volunteer coordination.
- Experience with plant identification required.
- Experience with plant materials collection and propagation is beneficial, but not required.
- Ability to work outdoors and in both heated and unheated greenhouse conditions under limited supervision required.
- Candidates must be able to provide their own transportation to and from work site.

If interested, please contact:

Whitney Carleton-DeGeorge

Stewardship Specialist – Finger Lakes Region

New York State Office of Parks, Recreation and Historic Preservation

Environmental Field Office

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