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Volunteer & Staff Engagement Manager

Position Summary

The New York-New Jersey Trail Conference is seeking qualified applicants to fill the newly created position of Volunteer & Staff Engagement Manager. This is a salaried, full-time staff position based in our Mahwah, N.J., headquarters. The Trail Conference integrates a unique workforce of paid and unpaid staff to accomplish its mission. The successful candidate will oversee the organization's efforts to sustain a satisfying and productive work environment for our volunteers (+2,000), as well as paid staff (22) and part-time/seasonal workers (40+).

Trail Conference volunteers are essential to the organization's success. Over the past two years, our volunteers have donated 200,000 hours of service to our mission. The Volunteer & Staff Engagement Manager will engage volunteers to address outdoor access and recreational ecology issues through cooperative management with our park partners in 25 counties located in northern New Jersey and southeastern New York. The position will be responsible for strengthening existing volunteer programs, building new ones, and ensuring volunteers are given the support and training needed to contribute.

The Manager will develop and sustain the Trail Conference's human resources by planning, implementing, and evaluating staff and volunteer relations, human resource policies, programs, and practices.

The person filling this position will work with staff and existing volunteers to recruit community leaders and mobilize new volunteers to strengthen the capacity of the organization. They will develop, plan and execute effective volunteer programs. They will meet with committee chairs and other volunteer leaders to improve outreach and determine what is needed to enhance the productivity and satisfaction of the volunteers they oversee. The Manager will work closely with the Executive Director and senior staff to support the strategic plan and execution of programs that engage staff and volunteers to accomplish the organization's mission.

Qualifications

- Professional experience with volunteer leaders and volunteer management plans/systems
- Professional experience with human resource management
- Demonstrated ability to recruit, train, manage, and motivate volunteers
- Strong organizational and time management skills
- Excellent written and verbal communications skills

Responsibilities

- Address demand for volunteers by establishing an outreach, recruiting, screening, and interview program and by counseling program managers on volunteer engagement.
- Develop and implement strategies to expand volunteer growth and retention, increase participation and engagement

- Provide advice to our volunteers, helping them to maximize their investment of time and energy through rewarding opportunities.
- Prepare staff and volunteers for assignments by establishing and implementing orientation and training programs and creating volunteer opportunities specific to both organizational goals and volunteers' objectives.
- Coordinate, schedule, and monitor ongoing training on topics such as safety, best practices, Trail Conference policies and Code of Conduct.
- Develop and nurture strategic alliances, growth, and retention efforts, and represent the organization's volunteer programs at various conferences and meetings
- Plan and manage effective volunteer recognition programs.
- Collect and analyze data using our CRM system to help complete all reports.

Supervision and Work Environment

The Manager reports to the Executive Director. In addition, they will work strategically with senior staff to provide HR/volunteer services to all departments. The Manager is expected to prioritize their work to meet the day-to-day demands and ongoing assignments. Working with volunteers often takes place after normal work hours, so flexibility to work evenings and weekends is a requirement for the position.

Application

To apply, please submit all of the following items via email attachments (start all attachment filenames with your last name) to jobs@nynjtc.org Subject line: Volunteer & Staff Engagement Manager: "Your Last Name"

1. Cover letter addressing your volunteer management as well as human resource experience and describing why you are a good fit for the position.
2. Resume
3. Contact information for three professional references
4. Your salary requirements or history

We will try to acknowledge receipt of all applications. The position is available until filled. Candidate interviews will begin immediately and continue until an offer is made. No Calls Please. This position descriptions will be taken down from <https://www.nynjtc.org/job-openings> when the position is filled.

The New York-New Jersey Trail Conference is an Equal Opportunity Employer committed to diversity. We encourage applications from qualified candidates from all cultures, races, colors, religions, genders, national origins, age, disability status, sexual orientation, military or veterans status or other status protected by law.