



Stewards of the Coast and Redwoods

Volunteer in Parks Programs Manager (VIPP Manager)

Seasonal to Full-time - Some weekend days required

Supervisor: Stewards Executive Director (ED)

Stewards of the Coast and Redwoods (Stewards) is a nonprofit State Park Cooperating Association and Co-Manager for Armstrong Redwoods SNR, Austin Creek SRA and Sonoma Coast SP. Stewards provides critical funding, services and operations that enable these parks to have successful education and stewardship volunteer programs. Stewards manages visitor services at both Armstrong Redwoods SNR and Austin Creek SRA and campground operations in Austin Creek SRA.

Reporting location: Armstrong Redwoods State Natural Reserve – Volunteer Center/Stewards office

Stewards' mission: to promote, restore and protect your state parks in partnership with California State Parks.

Essential Functions: This [job](#) oversees and manages the State Park Volunteers in Parks Program (VIPP) providing educational, interpretive, recreational and citizen science programs in Russian River area State Parks.

Leadership and Supervision

As part of a team, the VIPP Manager works with State Park staff, Stewards' ED and other supervisors to model good teamwork and quality communication that promotes and ensures a comfortable, congenial, enjoyable and successful working environmental for all staff and volunteers.

Volunteer Recruitment

The VIPP Manager oversees the recruitment of new volunteers, develops new outreach opportunities to ensure the success of programs, works with staff to update flyers and outreach materials, works with the staff to ensure distribution of outreach materials, develops new ways to outreach to diverse populations and assists the ED and Bilingual staff in developing recruitment materials in Spanish and other languages.

Volunteer Training

The VIPP Manager designs a comprehensive and engaging volunteer training program, including orientation days and in-depth theme-based sessions. The VIPP Manager works with Stewards and State Parks staff to hire qualified trainers, update docent resource manuals, and coordinate office volunteers to help with compiling training materials. The VIPP Manager also attends and oversees all trainings. The VIPP Manager ensures the accurate processing of all "VIPP" paperwork, works with staff to track volunteers through the State Park Better Impact database & CRM, and prepares accurate volunteer lists by program.

Volunteer Retention

The VIPP Manager communicates with new and experienced volunteers to ensure they have the resources they need to be successful in their volunteer positions. The VIPP Manager also maintains ongoing and good communication with volunteer program coordinators to assist them in scheduling volunteers and maintaining the equipment they need for their programs. The VIPP Manager engages docents, Stewards staff, and Parks

staff in annual program assessments in order to improve the programs. The VIPP Manager may implement program changes as needed, and assists with volunteer recognition annually.

Environmental Education School Programs

The VIPP Manager oversees the updating and development of curriculum-based environmental education programs for school children and youth groups. The VIPP Manager oversees staff and volunteer program coordinators who schedule the environmental education programs with schools and docents, and ensures that procedures and logistics are efficient and successful. The VIPP Manager is on-site when needed to ensure that programs run smoothly and to ensure program quality.

Community Education Seminars

The VIPP Manager oversees the scheduling and development of an engaging community education field seminar program. The VIPP Manager recruits new presenters to keep the program fresh and exciting for participants. The VIPP Manager works with staff and volunteers to oversee the logistics of each seminar.

Citizen Science Monitoring Programs

The VIPP Manager oversees citizen science monitoring programs with staff and program coordinators. Current programs include pinniped monitoring, seabird monitoring, and fern watch.

Program Evaluation

The VIPP Manager ensures that an effective process for evaluating program success is implemented (i.e. performing routine evaluations of volunteers in a gentle coaching style). The VIPP Manager ensures that evaluation procedures as outlined in successful grant proposals are carried out and reported to Stewards' ED for annual reporting.

Better Impact Portal and Volunteer Recognition

The VIPP Manager manages the Better Impact database portal making sure all volunteers are signed up, and know how to use the system to log their volunteer hours and use the scheduling feature as needed. The VIPP Manager uses Better Impacts and past volunteer records to nominate volunteers for recognition and other special State Park awards. The VIPP Manager also helps with putting on the annual Volunteer Celebration with Stewards' staff.

Other Duties as Assigned

Including but not limited to handling and routing phone calls, filing, assisting with office upkeep and annual special fundraising and donor events.

Qualifications:

1. BA degree and/or experience managing volunteer programs and/or experience in the field of environmental sciences and/or work in national, state or regional parks.
2. Multilingual Spanish-speaker preferred
3. Excellent supervisory and organizational skills, strategic and relationship management skills, able to handle multiple priorities and manage multiple projects within deadlines
4. Knowledgeable about the natural and cultural resources in Russian River area State Parks and Stewards' mission and volunteer programs
5. Ability to navigate and hike on uneven terrain for 5 miles
6. Possesses excellent interpersonal skills, including excellent listening, verbal, and written communication skills, be comfortable and adept at speaking in front of groups and facilitating groups, and remain calm and courteous under pressure
7. Be computer and social media literate – Proficient with MS Office, Google docs, databases, Facebook, web postings. Experience with volunteer management systems a plus
8. Experience with training and/or leading individuals or groups of volunteers
9. Conflict management skills, including being able to let volunteers go as needed.
10. Ability to work in a fast paced work environment that values relationships, working as a team, and giving and receiving respectful, honest feedback
11. Ability to connect with diverse organizations: schools, businesses, government, faith organizations, etc.
12. Be able to lift 60 lbs., perform fine hand manipulation, operate a keyboard, view a computer screen, drive a car and answer telephones.

Salary range: starts at \$18/hour, with incremental merit-based increases scheduled throughout the first year, PTO available after introductory period (3 months). Employee 403b plan offered. Medical stipend covers premiums paid by outside entity or uncovered medical costs as long as employee has a medical plan in place. Stewards is an At Will employer.

Stewards of the Coast and Redwoods is an equal opportunity employer.