



Volunteer Manager

Job Announcement

February 2024

The Volunteer Manager is responsible for the management and success of Ogden Nature Center's volunteer program. The Volunteer Manager oversees all aspects of the volunteer program including recruitment, interviewing, placement, training, supervision, recognition, and retention. The Volunteer Coordinator is responsible for the quality of the program and all aspects of volunteerism for the Ogden Nature Center. All Ogden Nature Center volunteer activities should bring volunteers together with nature while helping us fulfill our mission through the work they do.

Located in the heart of Ogden, Utah, the Ogden Nature Center is an award-winning 152-acre nature preserve and education center. The Ogden Nature Center offers a wide variety of classes & workshops for all ages, summer camps, hiking trails, live animal exhibits, self-guided experiences, great community events, and more.

This position offers a unique opportunity to be involved in all aspects of our work at the Ogden Nature Center including stewardship of our nature preserve, habitat restoration and invasive weed management, maintenance, environmental education, event management, and more. Around 1,000 people of all ages volunteer at the Ogden Nature Center each year.

Responsibilities Include:

- Recruiting, retaining, and supervising volunteers of all ages
- Organizing group projects and overseeing activities such as bulk mailings, Eagle Scout projects, habitat restoration, gardening, and more
- Record keeping and report writing
- Special event support
- Developing and nurturing community partnerships
- Public speaking and representing the Ogden Nature Center at community events
- Coordinating and leading a summer "Volunteer" program for 13-16 year old youth
- Organizing an annual volunteer recognition event and other appreciation events
- Being actively involved with habitat restoration and invasive weed management
- Other duties as assigned

Hours and Schedule:

40 hours per week. The volunteer coordinator typically works 4-6 evenings per year for special events and board meetings. This position will work most Saturdays, but not all.

Qualifications:

- College graduate with a bachelor's degree preferred
- Enjoys working with people of all ages and has excellent interpersonal skills
- Must be articulate, with good writing skills
- Highly organized

- Computer proficient (Word, Excel, email, databases)
- Interest in conservation and environmental education
- Experience in habitat restoration and invasive species management preferred
- Love working and being outdoors

Benefits:

- Health Insurance
- Simple IRA retirement plan with company match
- Generous paid leave time, paid holidays, plus additional paid vacation days
- The opportunity to be a part of a passionate and talented team
- Discounts at the Nest Gift Shop
- \$19.00 per hour starting pay depending on experience

Requirements:

Must be able to work most Saturdays and several evenings during the year

Must be a US citizen or a lawful permanent resident

Must have a valid driver's license and good driving record

Must be able to perform strenuous outdoor work under all weather conditions

Must pass a background check

Three (3) professional references

To Apply:

Send a single pdf including a cover letter, resume, and three professional references to:

Parker Balla, Facilities and Land Director

jobs@ogdennaturecenter.org

Include "Volunteer Manager Application" in the subject line.

Questions? Contact volunteer@ogdennaturecenter.org

Application deadline: March 1st, 2024