



Bilingual Volunteer & Community Hub Lead

POSITION DESCRIPTION

JOB TITLE:	Bilingual (English & Spanish) Volunteer & Community Hub Lead
CLASSIFICATION:	Full-time, Non-Exempt
HOURS:	40 hours per week, Weekend and Occasional Evening Hours Required
SALARY:	\$25 per hour; Competitive Benefits Package
REPORTS TO:	Programs Director

POSITION SUMMARY

LandPaths seeks an individual with a passion for building a diverse, healthy and whole community connected with the land. The ideal candidate is driven, energetically personable, and creative; excels in an active work environment; is committed to equity in access to nature; and loves the outdoors. The *Volunteer & Community Hub Lead* is integral to LandPaths achieving our mission to foster a love of the land in Sonoma County. The *Volunteer & Community Hub Lead* will: (1) implement and strengthen organization-wide volunteer engagement, (2) develop community relationships to cultivate preserves and properties as “community hubs” and, (3) support volunteer activities and events that cultivate connections with nature and each other. The *Volunteer & Community Hub Lead* will represent LandPaths during volunteer activities, and participate in community-building events in a manner that builds collaboration with individuals, corporate groups, and the broader community.

The *Volunteer & Community Hub Lead* will be dedicated to strengthening our shared purpose to, through the lens of equity, steward the land, collectively celebrate its beauty, and renew and inspire awe. The *Volunteer & Community Hub Lead* will provide leadership and expertise, and is responsible for knowing and implementing volunteer best practices and providing reflections to assess and ensure the effectiveness of the program and the volunteer experience across all initiatives.

POSITION DUTIES

Big-picture thinking

- Assess current volunteer program, and programs, community hub goals, approaches, methods and systems;
- Work with Programs Director and Initiative managers to develop a multi-year vision for both volunteerism across the organization and community aspect of LandPaths’ preserves;
- Facilitate a team across initiatives to create a clear and consistent volunteer program, ensuring that volunteers and staff know what is expected and complete all necessary paperwork;
- Become knowledgeable and conversant in all aspects of LandPaths’ mission, values, strategic plan, preserves and community programs;
- Develop and deepen through active listening and mutual understanding, relationships to engage and expand volunteer participation, advancing LandPaths’ goals;
- Foster a culture of volunteer empowerment, maintaining a welcoming environment for volunteers and creating meaningful volunteer experiences;
- Communicate with corporate, neighbors and other community partners to cultivate ongoing positive relationships;
- Actively participate in the North Bay volunteer forums and community, taking leadership role in all LandPaths’ volunteer programs, including cross-program communication.

Program implementation & Administration

- Respond to public inquiries regarding volunteering and experiencing LandPaths preserves and properties;
- Facilitate safe, responsible, fulfilling enjoyment of LandPaths preserves, gathering documentation and insurance, and communicating logistics to outside parties, partners and organizations;
- Track volunteer needs across the organization and coordinate with volunteer groups and interns to meet those needs;
- Recruit volunteers, through activities such as tabling and presenting to potential volunteer groups;
- Assist in mentoring, training and monitoring high performing volunteers; ensure volunteers are prepared to contribute at their highest level and ensure they have the knowledge, skills and ability to succeed;
- Support volunteer retention by coordinating data tracking of volunteer hours and impact across organization and organizing volunteer recognition—appreciations, events, and other ways to support and encourage volunteers;
- Evaluate program effectiveness and impact;
- Communicate accomplishment and impact;
- Monitor tracking sheets, budgets, program deliverables and database;
- Maintain strong communication with interested interns/volunteer from recruitment, selection, participation to project results;
- Develop and coordinate calendar for volunteer opportunities, community hubs, and other relevant activities and events.

EXPERIENCE AND QUALIFICATIONS

- A genuine passion for equity in access to nature;
- 3-years or more experience leading volunteers and volunteer programs;
- Comfort and confidence in the outdoors, both alone and with groups;
- Experience leading groups;
- Detail oriented, well organized;
- Strong communication skills in both English and Spanish: articulate with proven ability to write effectively and speak persuasively, willing to have difficult conversations to build community;
- Event coordination experience;
- Having a significant cross-cultural experience or understanding;
- Knowledge of Excel;
- Experience working with databases for program tracking and evaluation.

ATTRIBUTES

- Embrace LandPaths' values, inclusive of our commitment to fairness and equity;
- Willingness and experience in having brave conversations on topics including power, privilege, race and equity;
- Thrives in a creative, problem solving atmosphere of shared leadership and unrelenting drive to improve;
- Curious; enjoys learning and supporting the work of others;
- Excels in a strong team centered work environment, while able to work independently;
- Works best in busy work environment, managing multiple variables with divergent goals;
- High integrity and strong commitment to program and organizational goals;
- Confident in area expertise, and flexible, able to engage with new ideas and approaches;
- Enjoys and expresses joy as part of a positive work environment;
- Practiced public speaker, energized by engaging with people on topics of conservation and community engagement;
- Ability to connect people of all backgrounds with the land and each other.

COMPENSATION

Pay for this position begins at \$25 per hour, and includes a benefits package.

TO APPLY

Interested applicants should send a BRIEF AND SPECIFIC cover letter and resume to LandPaths ~ attn: HR, 618 4th Street, Suite 217, Santa Rosa, CA 95404 or hr@landpaths.org. Recommended deadline to apply is Tuesday, February 23, 2021; open until filled.