

## 2021-2022 NYC Civic Corps Member Position Description

**Host Site Name:** Gowanus Canal Conservancy

**Position Title:** Volunteer Coordinator

**Location:** 248 3<sup>rd</sup> St, Brooklyn, NY 11215

**Tentative Schedule:** M-F, 9:30am to 6:00pm (2 Saturdays per month September-November, and April-July)

**# of member Slots in this Position:** 2

**Need for the specific project on which AmeriCorps Member is serving:**

The Volunteer Coordinators will serve as key team members at Gowanus Canal Conservancy, an environmental nonprofit with a mission to advocate and care for ecologically sustainable parks and public spaces in the Gowanus lowlands in Brooklyn, while engaging the community in environmental stewardship. The NYC Civic Corps Members will lead volunteers in programs such as the Gowanus Tree Network, Public Housing Gardening, and Public Volunteer Programs. Volunteers gain knowledge of natural systems through planting and caring for gardens and public spaces and build civic pride in their neighborhood.

**Expectations and Goals for the specific project on which AmeriCorps Member is serving:**

The Volunteer Coordinators will collaborate with local community groups and leaders on stewardship activities through public volunteer programs that take place April - November and program planning and recruitment December - March. Environmental stewardship activities include gardening, composting, plant nursery work, tree stewardship and more in street-end gardens, rain gardens, and street tree beds in Gowanus, Brooklyn. They will coordinate and execute volunteer events, with 5-50 youth and adult volunteers ranging in skill levels at each event. Coordination will include procuring materials, coordinating with partner organizations, performing outreach, recruiting, training and managing volunteers, and tracking metrics. The Civic Corps members will create and implement a volunteer engagement strategy with a goal to engage and empower diverse, local stakeholders in caring for the local environment through community stewardship.

**Member Position Summary:**

The Volunteer Coordinators will provide leadership, direction and organization for volunteer programs such as Gowanus Tree Network, Public Housing Gardening, and Public Volunteer Programs at Gowanus Canal Conservancy, increasing the capacity of the organization to engage underserved populations and residents of the local community and Gowanus Watershed area. The Civic Corps members will work from the Gowanus Canal Conservancy office located at 248 3<sup>rd</sup> Street, Brooklyn, NY 11215 approximately 55% of the time, focusing on booking volunteer groups and serving as a central resource for volunteer inquiries, developing training materials, creating content and resources for volunteers and leaders, and creating a volunteer engagement strategy. The Civic Corps members will work from the Gowanus Canal Conservancy outdoor stewardship site (“The Salt Lot”) located at 2 Second Avenue, Brooklyn, NY 11215 and other street-end gardens, rain gardens, and street tree beds approximately 40% of the time overseeing volunteers and leaders directly on the ground, working on environmental stewardship activities. An additional 5% of time will be spent off-site, such as coordinating with partner community organizations or performing outreach at tabling events. The Civic Corps members will have the opportunity to build relationships across our network and gain experience in volunteer and community engagement, event planning and production, data management, and technical skills ranging from horticulture to graphic design. The members will report to the Community Stewardship & Operations Director, Natasia Sidarta (natasia@gowanuscanalconservancy.org).

**Detailed Tasks:**

**Field Leadership:**

- Act as point person in the field for coordinating stewardship work. Lead and instruct groups of youth and adult volunteers of all ages. Tasks include organizing tools, tracking attendance, managing logistics, and ensuring safety.

**Coordination, Outreach & Planning:**

- Conduct outreach and coordination for public volunteer programs. Coordinate with field work partners.
- Create volunteer engagement strategy to increase volunteer involvement in underserved populations and residents of the local community and Gowanus watershed area
- Recommend and implement programmatic improvements
- Procure materials and tools for stewardship events
- Manage volunteer database in Salesforce, tracking metrics for all volunteer events
- Implement system to provide feedback and evaluation of volunteers and assess results

- Recognize volunteers through organizing appreciation events (ongoing, formal, and informal)
- Implement and update training or orientation for recurring volunteers

**Gardening & Maintenance:**

- Conduct gardening and maintenance with the help of volunteers - across multiple sites throughout the Gowanus neighborhood: bioswales, street trees, gardens, and GCC's native plant nursery.

**Special Events:**

- Help with set up, execution and volunteer management for occasional special events throughout the year, such as the Annual Meeting
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**Required Skills for AmeriCorps Members (set for all program members):**

- Strong commitment to national service and the mission of the host site
- Desire to work in the non-profit sector
- Desire to serve with diverse communities
- Excellent organizational and communication skills
- Ability to conduct community outreach and make presentations to community groups
- Willingness to take initiative to achieve goals
- Strong project management/multi-tasking abilities
- A clear plan for living on the AmeriCorps stipend in New York City
- Availability to lead and/or attend events during evening and weekend hours (frequency varies by position)
- Minimum high school diploma or equivalency
- Ability to pass a criminal background check
- US Citizen or lawful permanent resident (AmeriCorps regulations)

**Preferred Academic or Experience Qualifications, Knowledge, Skills, and Abilities:**

- Leadership experience directing teams of youth and adult volunteers
- Comfort with or desire to improve public speaking skills
- A passion for cultivating environmental stewardship
- Interest and ability to work outdoors in an urban environment in all weather conditions

- Gardening experience and/or working knowledge of NYC native plants, common weeds and green infrastructure a plus
- Ability to work both independently and with a team
- Driver's license and willingness to drive a van a plus
- Experience using Word and Excel
- Experience with Google Suite, and/or Adobe Creative Suite a plus
- Experience managing data, or Salesforce experience a plus

\* Please note: The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, Civic Corps Members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved in advance by NYC Service.