



Blackstone River Valley National Heritage Corridor

Director of Volunteer and Community Engagement

SUMMARY

The Director of Volunteer and Community Engagement will report to the Executive Director. The Director of Volunteer and Community Engagement will build upon the base of volunteers and engage with volunteers who will advocate for the Blackstone River Valley National Historical Park and National Heritage Corridor, lead hikes and programs, as well as engage in stewardship activities, such as trail and cemetery maintenance. The Director of Volunteer and Community Engagement will continually build the organization's capacity by recruiting new volunteers and cultivating future leaders. The program should be operated in a manner consistent with the policies and managements plans of BHC and the parameters of the NPS Volunteers-in-Parks program.

DUTIES AND RESPONSIBILITIES

- Build core group: Through one-on-ones and networking, identify future leaders and other volunteers for the Blackstone Heritage Corridor's strategic efforts. The Director of Volunteer and Community Engagement will be developing a ladder of engagement for volunteers, in part, by building on our VIP Ambassador programs including Bikeway, Trails, Paddling, Birding, Photograph, Cemetery Conservation, and Interpretive/Visitor Services.
- Develop campaigns: Work with the National Park Service, volunteer leaders and community partners to work on projects in the Corridor, build relationships, and develop activities and programs.
- Keep current with National Park Service volunteer policies. Participate in trainings when available.
- Create new VIP programs in the Valley. Recruit and train volunteers as necessary.
- Volunteer training and engagement: Increase the capacity and engagement of volunteers.
- Coalition building: Develop and work with coalitions of the cultural, environmental, and historical communities.
- Event management and coordination: Recruit and cultivate volunteers and leaders to organize programs, such as trail maintenance, family programs, and partner events.

- **Communications:** Work as a team with BHC and NPS staff to increase the organization's media presence and name recognition through events, news releases, program materials, and online organizing.
- Represent BHC at a variety of programs and activities.
- Create outreach materials to recruit new volunteers.
- Develop and maintain records on the volunteer program.
- Encourage existing volunteers to be stewards for the program.
- Train new and current volunteers about new programs and outreach, new procedures/processes, and certifications/recertifications.
- Coordinate volunteer activity with the NPS Volunteer-in-Parks Program; including recruitment forms, reporting forms, uniforms, and VIP budget administration.
- Maintain an inventory of all program supplies.
- Maintain volunteer records, participation software, and prepare quarterly and yearly reports for the National Park Service.
- Assist the Executive Director in preparing the yearly budget for the program.

Personal Qualifications

- Community organizing experience
- Experience recruiting and managing volunteers
- Interest in the Blackstone River Valley, the National Park Service, and partner building
- Strong organizational and interpersonal skills
- Enthusiasm to take on a variety of projects as they arise
- Self-motivated and self-starter
- Excellent oral and written communication skills
- Willingness to work some evenings and occasional weekends, to accommodate volunteers' schedules

Full-time position with flexible hours, some evening and weekend hours required.

Salary: \$50,000 - \$60,000, paid vacation and sick time, with health insurance stipend.

To Apply:

Applicants should submit a cover letter and resume to dkurtz@blackstoneheritagecorridor.org