



## Palos Verdes Peninsula Land Conservancy

# VOLUNTEER PROGRAM MANAGER

### About the Conservancy

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Since its founding in 1988, the Palos Verdes Peninsula Land Conservancy (PVPLC) has protected nearly 1600 acres of open space as nature preserves on the Palos Verdes Peninsula. Our vision is the creation and management of large blocks of natural open space where visitors may enjoy peaceful solitude, where children and adults can learn about the natural environment, and where locally native plants and animals will exist in a secure environment.

The PVPLC has an obligation to maintain or increase the wildlife habitat value of these preserved lands and keep to them open and available for public use in perpetuity. We encourage strong community involvement and support by connecting people of all ages with the land through nature walks, innovative environmental education programs, and outdoor stewardship volunteer opportunities.

### The Job

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PVPLC seeks a personable and experienced volunteer program manager with proven success at executing a full range of volunteer engagement strategies. The Volunteer Program Manager will be responsible for recruitment; training and coordinating the activities of the organization's volunteers; will maintain the volunteer database and will nurture volunteers to improve their connection to the organization. The Volunteer Program Manager will work with social, civic and local organizations to develop partnerships or utilize volunteer skills as appropriate.

The Volunteer Program Manager identifies work throughout the organization that can be accomplished by volunteers and promotes their services. Services provided by volunteers include outdoor stewardship such as habitat restoration, service learning projects, native plant nursery work, special events, monitoring, trail projects, nature walk leader, docent, etc. He/she will recognize volunteer service on a regular basis, both formally and informally and will identify leaders among the volunteers and recruit them for additional responsibilities.

The Volunteer Program Manager will:

- increase visibility of PVPLC as a land trust preserving and restoration community nature preserves for now and into the future
- Professionalize PVPLC's volunteer programs into a cohesive network of opportunities, training, and leadership development
- Cultivate volunteer leadership in order to sustainably and effectively achieve stewardship and education goals
- Increase the number of general volunteers as well as "skilled" volunteers
- Deepen relationship with existing volunteers and develop relationships with new volunteers

- Provide key prospects to Development
- Plan, calendar, and budget
- Maintain and develop volunteer forms, policies, job descriptions, outreach materials
- Widen recruitment of volunteers and develop relationships with schools and adult community organizations to sustain inflow of volunteers
- Outreach to community members through presentations, managing public media outlets including web and social media, to raise awareness about the volunteer opportunities PVPLC offers
- Communicate with different departments of the PVPLC to identify needs that can be serviced by volunteers
- Plan and organize volunteer recognition program/events
- Screen and match volunteers to organizational needs and opportunities
- Track volunteer and event metrics, and author volunteer annual report
- Lead volunteer orientations and trainings with staff support
- Oversee a volunteer management database system
- Assist with the creation and production of all relevant communications materials, including newsletters and marketing materials.
- Supervise volunteers

## **Position Details**

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**Reports to:** Executive Director

**Salary and benefits:** Salary commensurate with experience and skills. Employee benefits include medical, dental and 403b retirement account. Paid vacation and holidays.

**Type:** full-time, permanent. Working hours are forty hours per week, flexible to accommodate evening meetings and weekend workdays.

**Education requirements:** a Bachelors Degree in a pertinent field.

**Working Conditions:** Office and outdoors (all seasons)

**Physical Requirements:** Ability to walk up on uneven terrain, work in a variety of weather conditions and carry moderately heavy loads of 20-30 pounds.

**Travel:** Willingness and ability to travel, as required. Must possess reliable transportation for visiting properties throughout PVPLC's service area.

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