



## *Job Opportunities Bulletin*

**JOB TITLE:** Volunteer Coordinator (Land Preservation Natural Resources)

**STATUS:** Part-time (20-24hrs/week)

**LOCATION:** Lost Valley Visitor Center, Ringwood

**SALARY:** \$21.03/hr

### **JOB OVERVIEW:**

Help the McHenry County Conservation District reach land management goals by leading a group of natural resources volunteers! The District is looking for a Volunteer Coordinator to work within the Land Preservation Natural Resources division in coordinating the District's volunteer program as it relates to recruiting, training, and mentoring volunteers in accomplishing natural areas monitoring, management and restoration for District sites.

### **JOB RESPONSIBILITIES:**

Job responsibilities include, but not limited to:

- Recruit, train, develop, and recognize land preservation and natural resource volunteers.
- Consults with Land Preservation Natural Resources staff to determine needs for various volunteer services and programs within that Division.
- Develops, implements and monitors volunteer programs for the Land Preservation Natural Resources Division.
- Evaluates, writes, recommends, revises and implements related procedures, policies, safety training, educational materials, and volunteer job descriptions.
- Conducts Land Preservation Natural Resource volunteer orientations and trainings specific to volunteer role in areas of natural areas management and safety protocols for tasks such as chainsaw, herbicide use, etc.
- Coordinates and supervises various groups engaged in natural resource workdays or projects (i.e. individuals, youth groups, corporate groups, church or civic organizations) while collaborating with appropriate staff.
- Collaborates with regional and local land management agencies to standardized volunteer coordination, education, training and recruitment efforts.
- Responsible for coordination of volunteer plant and animal monitoring programs. Develops, in conjunction with ecological staff, ecological management plans for volunteer stewardship sites. Maintains and updates plans as necessary.
- Maintains volunteer database to include at minimum individuals, volunteer projects, plant and animal surveys, monitoring data and surveillance reports.
- Using proper safety guidelines, operates chainsaws and brush saws, appropriately uses herbicides, conducts brush pile burning, and coordinates volunteer participation in the District's controlled burn program.
- Routinely works in the field with volunteers, brush cutting, seed collecting, etc.
- Coordinates with the Marketing & Communications Department to promote the volunteer programs and conservation projects.
- Collaborates and communicates regularly with Administrative Volunteer Coordinator on natural resource volunteer programs.



*McHenry County*  
CONSERVATION DISTRICT

- Assists the Director of Marketing and Communications on annual budget needs and the purchase of volunteer equipment and supplies.
- Represents the District at volunteer organizational meetings.
- Visits sites and projects to observe volunteers and programs.
- Develops and implements regular an ongoing recognition and acknowledgement of volunteers and organizes reward luncheons or events as deemed necessary.

**QUALIFICATIONS & REQUIREMENTS:**

Qualifications for this position include, but not limited to:

- Bachelor's degree (B. A./ B.S.) from four-year college or university with emphasis in environmental or life sciences or Human Resource Management.
- Two years related experience and/or training in managing a volunteer program for a public or non-profit agency; or equivalent combination of education and experience.
- Possess a valid driver's license.
- As a requirement of the job, will be required to regularly work on weekends to facilitate volunteers.
- Possess or the ability to obtain an Illinois Public Applicator's License within first six months of employment.
- Possess or the ability to obtain a prescribed burn certification within one year of date of employment.
- Knowledge of flora and fauna of northeastern Illinois, with particular emphasis on invasive species.
- Ability to identify species of native plants for accurate seed collection.
- Knowledge of standard methods, materials, tools and equipment used in natural areas management and restoration.
- Some knowledge of standard plant and animal monitoring methods.

**CLOSING DATE:** Until Filled

**APPLICATION:** Applicant must complete an online application located at [www.mccdistrct.org](http://www.mccdistrct.org).

**QUESTIONS:** For more information, contact Human Resources at 815-338-6223 x1237.