



CEDAR RIDGE PRESERVE

Managed by Audubon Dallas

Job Announcement Cedar Ridge Preserve Volunteer and Member Programs Coordinator

Position Summary:

Audubon Dallas, a local chapter of The National Audubon Society serving the Dallas-Fort Worth Metroplex, is seeking an experienced and passionate volunteer/membership coordinator. Formal volunteer and member programs at Cedar Ridge Preserve are both in development. The coordinator will work under the supervision of the Preserve Manager. This is a full-time position.

With over 600 acres, 9+ miles of hiking trails, and an abundance of native trees, grasses, wildflowers, and wildlife, Cedar Ridge Preserve is a true gem in the North Texas area. It is popular with almost 500,000 visitors a year.

The volunteer/member coordinator is:

- Responsible for coordinating the Cedar Ridge Preserve volunteer program. This includes recruiting new volunteers and promoting volunteer opportunities while conveying the organization's purpose to the public. The volunteer coordinator arranges all the details of volunteering and keeps all parties informed.
- Responsible for coordinating the Cedar Ridge Preserve member program. This includes activities that range from program development and serving as the first point of contact for membership related questions, to organizing member events and recruiting new members.
- This person will also be tasked with maintaining records, and tracking membership figures and volunteer hours.
- In the absence of the Preserve Manager, the volunteer/member coordinator will, from time-to-time, be responsible for the daily operation of the Preserve.

A successful volunteer/member coordinator should be meticulous about keeping records and passionate about supporting the Preserve's mission. This person should uphold the values of our organization while ensuring the comfort of our volunteers and members.

Specific Responsibilities:

Volunteer Program

- Recruiting, training, and supervising new volunteers
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database

- Using marketing tools such as outreach programs, e-mails, and volunteer/membership databases
- Keeping new and existing volunteers/members informed about the organization and opportunities
- Matching volunteers/members to opportunities that suit their skill sets and interests
- Keeping schedules and records of volunteers' work
- Coordinating the once monthly Conservation-in-Action Day

Membership program

- Keeping records of members
- Ensuring the organization's purpose is conveyed to the members
- Responding to all questions, information requests, and complaints regarding membership
- Processing membership applications, renewals, and resignations
- Maintaining and updating membership records
- Assisting with member communication activities
- Collecting data, tracking membership statistics, and preparing reports
- Developing and implementing strategies to recruit new members
- Continually seeking ways to improve the value of the membership program
- Preparing membership marketing materials
- Organizing events and activities for existing and prospective members such as tours, members only events, speakers, etc.

This description reflects our current assessment of essential functions of this position, it does not proscribe or restrict the tasks that may be assigned or modified.

Coordinator Requirements:

- An associate degree in, or experience with, non-profit member related programs, people management, human resources, or a related field
- A passion for nature, fitness, and conservation
- Experience with volunteer or nonprofit membership programs
- Excellent customer service skills
- Excellent communication and interpersonal skills
- Excellent organization and team-building skills
- Must be able to work one weekend day and occasional evenings.

Other:

- There will be a 6-month probationary period. During the probationary period, the Coordinator will be expected to execute a mutually agreed upon performance plan.
- Physical requirements
 - Applicant must be able to:
 - safely traverse steep hiking trails with uneven terrain
 - stand for long periods
 - stoop, kneel, crouch, or crawl
 - regularly carry and/or lift 25 lbs. and occasionally carry and/or lift 50 lbs.
 - work outdoors in heat or cold, and in sunny and dusty conditions
- **Compensation**
 - Compensation is based upon experience and ranges from \$17-22/hour.
 - After one year of service, benefits include:
 - Paid time off of 20 days (this includes vacation, holiday, and sick days).

- An annual health insurance allowance of up to \$2,500 (with proof of health insurance coverage).

Start Date:

- We anticipate hiring this position by February 28, 2022

Contact:

- Please send a cover letter, resume, and references to: Cynthia Bennett
crpvolunteerservices@gmail.com

Equal Employment Opportunity Statement:

Audubon Dallas is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants. Audubon Dallas prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.