



Preserving & Restoring Land
For Future Generations

Volunteer Coordinator

Pennypack Ecological Restoration Trust, a vibrant, regional non-profit land trust and 956-acre nature preserve, seeks a part-time (approximately 30 hours per week) Volunteer Coordinator to join our team in Huntingdon Valley, Pennsylvania.

Job Summary

It takes a leader to make any worthwhile volunteer project happen- that's where a volunteer coordinator comes in. A good volunteer coordinator welcomes, trains, and delegates tasks to volunteers and make sure that activities run safely, are aligned with good conservation practices, and are rewarding experiences for our valued volunteers. A great volunteer coordinator must exude exuberance!

PERT volunteers are highly engaged individuals who are passionate about our mission, committed to making an impact and building community with each other. They are an integral part of our team—in fact, they collectively donate the same number of hours as 1.5 full-time employees! We currently have about 100 regular volunteers, 300+ sporadic volunteers, and we want to grow. Our volunteers prepare sites for planting, help to plant almost 1,000 trees a year, staff events, package mailings, help in the office, and run retail and welcoming/orientation services to the public on the weekends.

The Volunteer Coordinator is the key relationship manager for our volunteer group and will create and connect them with meaningful and inspiring volunteer opportunities where they can engage with the organization and our mission. The Volunteer Coordinator will ensure that volunteers feel welcome, valued, and appreciated. The role includes managing and recruiting for our acclaimed ReForester Program, recruiting, training, and mobilizing volunteers to support preserve stewardship engagement, development, and outreach events and other PERT priorities. Since volunteers are usually unpaid and their services greatly contribute to an organization's functions, it is important that they feel appreciated and stay informed. Volunteer coordinators may hold events to thank volunteers or send individual correspondence.

Unique to this position is its flexible schedule. The position is in-person-only and will encompass a very wide range of times of day from mornings to evenings, weekdays and Saturdays. The successful candidate will be able to create their schedules to meet the needs of projects, volunteers, and their own work/life balance.



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Our flagship volunteer program is the ReForester Program. Since its inception in 2020, ReForesters have been essential to making long-term forest restoration sustainable and community supported. Volunteers are trained by staff to adopt planted forest plots and care for native trees threatened by invasive vines and deer browse. The program has 80 participants and continues to grow. PERT has dreams of one-day helping park systems and other land trusts replicate our ReForester Program.

Primary Responsibilities

- Coordinates with fellow staff members to ensure all volunteer events and experiences are developed to optimize PERT's conservation and membership goals;
- Schedules, coordinates with event leaders, and recruits volunteers for preserve-based volunteer events, and corporate volunteer activities as needed. Confirms scheduled volunteer events each week—including confirmation with volunteers and event leaders (volunteer or staff), assessment of weather conditions, job tasks, tools needed, and meeting locations.
- Participates in hands-on volunteer activities on the preserve to build relationships with volunteers and colleagues.
- Maintains close communications and relationships with volunteers and PERT staff to optimize the integration of volunteers into the organization's operations;
- Assigns volunteers to jobs that are appropriate to their physical abilities, time constraints, and other skills or limitations;
- Plans series of continuing-education and social opportunities for volunteers to maintain connection with organization and each other;
- Reports volunteer metrics to management;
- Assists with the development of volunteerism policies and procedures, safety standards, and insurance requirements.



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Necessary Experience

- The ideal candidate will be personable, patient and positive and able to comfortably explain program procedure, ecological concepts and maintain contact with a large group.
- A minimum of a high school degree; bachelor's degree desired but not required.
- Minimum two years' experience as a professional educator, environmental interpreter, or in non-profits as a volunteer or in volunteer management.
- A passion for PERT's mission and a strong desire to forge lasting relationships that support that mission.
- A passion for volunteerism and deep commitment to supporting our volunteer community.
- Familiarity or experience in Pennsylvania's native ecology, restoration, invasive management.
- Outstanding written and oral communication skills.
- Excellent organizational skills, thoroughness, and attention to detail.
- Demonstrated ability to take initiative, problem-solve independently and collaboratively, and follow through on projects.
- Strong computer skills including proficiency with word processing and spreadsheet programs.
- The successful candidate must be First Aid/CPR/AED certified within 90 days of employment.
- The successful candidate must also have PA child abuse clearance and a clean criminal background check within 60 days of employment.

Advanced Experience

- Experience in GIS technology and/or GIS devices.
- Website and web-enabled communications skills.
- Familiarity with CRM databases and/or volunteer management software
- Experience developing and executing engaging outreach programming for a variety of ages to educate groups or individuals. Programming mediums would ideally include powerpoint presentations, hands-on activities, workshops, or in-person demonstrations.



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Physical Requirements/Working Conditions

This is a hybrid field/office position. Ability to sit, stand, bend, squat and carry up to 50 pounds is required. This position involves frequent walking throughout the preserve on uneven terrain to work in natural areas. Ability to tolerate cold or hot/humid conditions, frequent time outside in forest, fields, and thick vegetation that may contain ticks and poison ivy. A reliable vehicle and valid driver's license are required for travel to and around PERT lands and the Pennypack watershed. Position requires a flexible schedule with the ability to work some evenings and weekends, including at least 2 weekends per month, especially in fall, early winter, and spring.

Compensation, Benefits & Schedule

Base pay \$24/hour, 30 hours per week, assuming 48-50 work weeks per year. Employee type is considered "Regular Part Time" meaning that the employee is offered a full range of benefits including paid time off, certain (but not all) paid holidays, healthcare, dental, life insurance, and a limited retirement savings match plan after one year of service.

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Reports to Executive Director and works closely with the Stewardship Manager, Director of Research & Restoration, Education Director and Development Staff.

To Apply: Email your resume and cover letter to Chris Mendel, Executive Director, at cmendel@pennypacktrust.org

The Pennypack Ecological Restoration Trust is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, age, national origin, sexual orientation, disability, or veteran status. We aim to build a workplace where employees feel empowered to bring their full, authentic selves to work.