

Great Plains Nature Center

Volunteer and Event Coordinator Job Description

Great Plains Nature Center (GPNC) seeks an outgoing and creative individual to lead the special events team, manage volunteers and oversee venue rentals. The right candidate for this position is skilled in public relations and pays attention to the details. Schedule is flexible but often includes evening and weekend events. Must be a team player and adapt easily to new projects. Join our team as Volunteer and Event Coordinator and encourage the Wichita community to create lasting memories and a deeper appreciation for the natural environment at GPNC.

Position Purpose

Support the mission of the Great Plains Nature Center by building an ever-increasing network of volunteers and providing event logistics and support to engage the community through interactive and educational events.

Position Summary

The Volunteer and Events Coordinator is an employee of the Friends of the Great Plains Nature Center (FGPNC). This position is responsible for volunteer recruitment, orientation and retention, project planning and execution, recordkeeping, reporting and supervision of volunteer activities; and, with the assistance of GPNC staff, coordination of events. The Volunteer and Events Coordinator communicates clearly and stays organized with effective time management skills. Successful candidates demonstrate a willingness to learn and meet the highest expectations of personal conduct. Attention to detail, the ability to collaborate effectively and a strong work ethic are required.

This is a full-time, on-site position at GPNC in Wichita, KS. The schedule for this position requires weekday as well as occasional weekend and evening hours to manage volunteer group activities, committee meetings and events. This position reports to the Director of the GPNC.

The GPNC is an established collaboration with City of Wichita, US Fish and Wildlife Service, the Kansas Department of Wildlife, Parks & Tourism, and the FGPNC. Volunteers and events are critical in executing the mission and annual goals of GPNC. The Volunteer and Event Coordinator works with all GPNC staff to carry out responsibilities as described in the Annual Work Plan and approved by the GPNC Steering Committee.

Summary of Responsibilities

Volunteer Coordinator - 50%

- Recruit, screen, interview, and train new volunteers. Provide ongoing training and supervision of existing volunteers. Ensure that all volunteers are given appropriate training and encouragement to be successful in their positions.
- Work with volunteers individually and in small groups. Assess experience, skills, and limitations of volunteers to successfully engage them in meaningful volunteer service.
- Conduct frequent volunteer orientation sessions and develop volunteer training tools and curriculums as needed.
- Act as liaison between volunteers and the GPNC team to ensure that staff are prepared for arrival of volunteer groups. Secure all necessary tools, resources, and materials required for staff and volunteers to complete projects and meet expectations.
- Ensure that volunteer policies and procedures are followed. Record volunteer hours and document according to established procedures.
- Plan and implement formal and informal activities to recognize volunteers for contributions to the organization.
- Create and maintain volunteer files which track individual applications, background checks, and other paperwork related to their ongoing participation in GPNC volunteer opportunities.
- Maintain the volunteer calendar, arrange schedules for different stations and activities where volunteers are utilized. Ensure coverage of vacancies in key positions when volunteers are unavailable.
- Complete monthly reporting summaries of volunteer hours and project status.

Events - 30%

- Work closely with the GPNC team to develop event goals and educational objectives.
- Design, plan and manage events to meet goals and objectives.
- Lead the GPNC team in the planning, implementation, and logistical support for GPNC events including, but not limited to, the Walk with Wildlife, Pollinator Party, Art on the Trail, and Passport to Nature, as well as volunteer appreciation and FGPNC member events.
- Work closely with the GPNC team to assess volunteer needs for each event. Screen volunteers based on experience and skill level. Ensure that each volunteer is thoroughly trained and provided with all the tools necessary to complete the assigned task(s).
- Strive to cultivate and preserve a culture of mutual respect, individual initiative, inclusion, and diversity; collaborate with partners and staff to identify and implement best practices, where applicable.

Annual Events

Walk With Wildlife

Walk with Wildlife is GPNC's largest annual event. Held each spring, the public comes face-to-face with the natural biodiversity of Kansas. Nature centers from across the state gather in Chisholm Creek Park with their favorite critters set-up for public viewing. Visitors ask questions, learn more about these creatures and the places they live. Walk with Wildlife is also a great opportunity for visitors to learn about other participating organizations and outdoor spaces in Kansas that offer family friendly experiences. Walk With Wildlife draws an average of 2,000 people each year for the one-day event. Spirit Aerosystems has sponsored this event for several years.

Art on the Trail

At Art on the Trail, a collection of local artists set up their medium of choice to complete a "plein air" piece along the ½ mile Quail Trail in Chisholm Creek Park. Youth are invited to participate in the Junior Artist category. Visitors watch as artists capture the natural beauty of fall and converse with the artists. Inside the building, refreshments are served and crafts are available for kids. Near the end of the event, artists submit one piece of work for consideration in the "Judge's Choice" recognition. The winning selection is printed as a postcard and sold in the Owl's Nest Gift Shop. This event is a great example of blending science and art in a way that makes it accessible to the local community.

General Duties - 20%

- Respond to inquiries, phone calls, and e-mails in a timely and responsive manner.
- Complete regular recordkeeping and reporting.
- Participate in management and all-staff meetings.
- Perform other related work as required.
- Manage events and address potential problems that may arise.
- Provide customer service and on-site assistance at events.
- Assist with marketing to accomplish special events goals.
- Physical exertion, such as lifting, standing, bending, or reaching, is required
- Solve problems and react quickly to difficult situations.

Hours and Salary Range

This is a full-time, salaried position.

Annual salary range based on experience: \$30,500-\$34,000, paid monthly.

Employment by the Friends of the Great Plains Nature Center will be offered to qualified applicants without discrimination as required by the non-discrimination statements of the U.S. Fish & Wildlife Service, Kansas Department of Wildlife, Parks and Tourism and the City of Wichita.

To Apply

No later than July 25, 2021, 5 p.m., send letter of interest and resume to:

ATTN: Amanda Alessi, Director
Great Plains Nature Center
6232 E. 29th St. N
Wichita, KS 67220
amanda@gpnc.org

For questions, contact Amanda Alessi at (316) 683-5499 x 106 or amanda@gpnc.org