



**Somerset County
Park Commission**

Post Office Box 5327
North Branch, NJ 08876

Somerset County Park Commission Environmental Science Department Volunteer Job Description

Job Title: Volunteer Coordinator

Job Description:

The EEC depends on the support of volunteers. In order to grow our volunteer program we are in need of a volunteer to coordinate and schedule our volunteer force.

Qualifications:

- Volunteer must be warm, friendly, courteous, and able to promote positive guest relations
- Ability to work with other volunteers
- Excellent communication skills
- Technology skills to communicate via email, text, and other social media
- Ability to schedule and rearrange schedules for volunteers

Responsibilities and Tasks:

- Assess weekly and monthly volunteer needs
- Match volunteers with current needs and contact them to work
- Send reminders to volunteers who are scheduled to work
- Arrange for substitute volunteers when a volunteer cannot meet their volunteer commitment

Requirements of the Job:

- Commit a minimum 4 hours twice a week
- Ability to pass a background check. (Adults)
- Must be 18 years of age or older
- Attend training on volunteer management and scheduling
- Attend volunteer orientation training and receive a tour of the EEC

Supervision: Shawn McCrohan will provide supervision. Other staff members may also provide supervision.

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