



Deschutes Land Trust
Position Description

Job Title: Volunteer Program Manager
Department: Outreach
Supervisor: Outreach Director
Supervises: Volunteers
Exempt: Yes

Summary:

The Volunteer Program Manager recruits, engages, builds, and retains the Land Trust's corps of volunteers to help meet the mission of the organization. The Volunteer Program Manager will work with staff to build capacity of existing and future programming through effective volunteer engagement. The Volunteer Program Manager reports to the Outreach Director, but works collaboratively with all Land Trust Staff and Board Members to build support for the Land Trust.

Essential Functions:

Volunteer Management

- Design and implement a plan to recruit and retain volunteers to meet the objectives outlined in the Land Trust's strategic plan and community engagement plan.
- Build relationships with volunteers, crew leaders and partners including periodically attending work parties, meetings, and events.
- Manage current volunteer programs for the organization. This includes but is not limited to: Walk + Hike program with volunteer naturalists and shepherds, Trail Stewards, Trail Ambassadors, Weed Warriors, Bird Surveyors, and Photographers
- Work with staff to develop new volunteer programs and projects that meet the needs of the organization and increase our overall capacity. This includes:
 - Working with stewardship staff to understand property needs and train and allocate volunteer resources accordingly.
 - Creating Land Trust volunteer events that are engaging for volunteers and responsive to diverse community needs and timing.
 - Creating systems to integrate these events with communications and back end volunteer registration management.
- Recruit, screen, and match volunteers to effectively meet the needs of current and new Land Trust programs, events, or projects. This includes:
 - Working with a variety of individuals, businesses, and community partners to broaden and diversify our pool of volunteers.
 - Planning and implementing recruitment campaigns that are coordinated with broader community engagement efforts.
 - Creating programs for volunteer leaders who can lead other volunteers.
 - Working collaboratively with Outreach staff to create communications materials to recruit and inform volunteers .

- Train, manage, and evaluate volunteers to effectively meet the needs of current and new Land Trust programs, events, or projects. This includes creating a consistent volunteer experience across the organization, and designing trainings to build volunteering capacity.
- Identify, track, and share program results (including stories and photos) for internal and external reporting, volunteer recruitment and engagement, and overall Land Trust communications.
- Care for and recognize volunteers to ensure they feel they feel meaningfully engaged and fulfilled and so that they stay with the organization.
- Actively work to build a more diverse, equitable and inclusive volunteer community including evaluating current practices, identifying ways to reduce barriers to volunteering and helping to build skills and awareness among staff and crew leaders

Community Engagement

- Work with the Outreach Director and Outreach team to define, implement, and track goals for the Land Trust’s overarching community engagement plan.
- Build relationships with communities and partners throughout Central Oregon to grow and diversify our supporter base (including volunteers) and meet the needs of the organization.
- Design, execute, and attend community engagement activities and events. This includes establishing and coordinating systems for efficiency and economies of scale for events/activities from inception to completion to follow up.

Work Environment

- The Volunteer Program Manager regularly works in an office setting and in the field/at Land Trust protected lands.
- This position requires moderate travel, such as attending events and leading events at Land Trust protected lands and throughout the community.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Other Duties

This position description does not contain a comprehensive listing of all duties, responsibilities, and activities associated with the Volunteer Program Manager position. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This position description has been approved by:

Authorized by: _____ Date_____

Employee signature below constitutes an understanding of the requirements, responsibilities, and expectations of the position.

Accepted by: _____ Date_____

Who We Are:

Our Mission: We conserve and care for the lands and waters that sustain Central Oregon, so local communities and the natural world can flourish together for generations to come.

Our Values: Excellence, Accountability, Teamwork, Inclusion, Diversity, Equity, Collaboration, and Permanence

Our Vision: We envision a future of strong and healthy natural and human communities—where we work together to conserve and care for the lands that make Central Oregon an incredible place to live, work, and grow.

- With the population of Central Oregon continuing to grow and our climate rapidly warming, we protect the rivers, forests, canyons, meadows, and agricultural lands that Central Oregon will need to thrive for generations to come.
- We conserve lands that are strong and adaptable to the changing climate and that sustain functioning natural systems, abundant native plants and animals, clean air and water, and healthy local communities.
- All people have an opportunity to meaningfully connect with this place, so that together we can build an interconnected community of people committed to protecting and caring for the lands we all love.

The Deschutes Land Trust is an equal opportunity employer, and does not discriminate based on race, color, age, sex, sexual orientation, sexual identity or expression, religion, ability, or national origin.

More Information: www.deschuteslandtrust.org