



NORTH BROOKLYN PARKS ALLIANCE

POSITION OPENING: VOLUNTEER COORDINATOR

North Brooklyn Parks Alliance, a nonprofit parks conservancy that serves Greenpoint & Williamsburg, is currently seeking a passionate, community-oriented self starter to join a small, dedicated staff to coordinate a new volunteer program.

Founded in 2003 as the Open Space Alliance, the North Brooklyn Parks Alliance (NBK Parks) was formed to raise private funds to expand and improve open space in North Brooklyn. NBK Parks is modeled after other successful conservancies, working with the NYC Department of Parks & Recreation, NYC Department of Transportation, New York State Department of Transportation, elected officials, and the community to maintain, activate, enhance, and expand local parks, while challenging common perceptions of what defines open space. Visit nbkparcs.org to learn more about our work.

The Volunteer Coordinator is a part-time, seasonal position focused on developing and coordinating dynamic volunteer stewardship opportunities in our parks. This spring, North Brooklyn Parks Alliance is launching a volunteer program that spans funding, marketing, and equipment purchases for existing “Friends” and volunteer stewardship groups, to organizing targeted volunteer events across Brooklyn’s Community Board 1. To support these efforts, NBK Parks is hiring a seasonal Volunteer Coordinator. This position will report directly to the Executive Director and work closely with NBK Park’s network of Friends and volunteer groups.

RESPONSIBILITIES

- Organizes, coordinates and manages the volunteer experience, processes and procedures, including compliance with COVID-19 protocols.
- Develops strong, positive relationships with NYC Parks, community orgs and individual volunteers.
- Executes volunteer events, including equipment and materials purchases and day-of coordination.
- Maintains updated records on all volunteers and volunteer events schedule. Works with other staff to manage the volunteer schedule as needed.
- Acts as a liaison between staff and volunteers.

QUALIFICATIONS

- A passion for civic engagement and community-based programs.
- Experience in event management plus.
- Strong attention to detail, including proofreading, with excellent written and verbal communication skills.
- Ability to balance multiple priorities in a fast-paced environment, including excellent communication and relationship building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders.

COMPENSATION AND HOURS

This is a part-time position from April 15-June 30th, with an opportunity for an extension through the fall. The position offers a varied schedule, including days, evenings, and weekends (Saturday and Sunday), spanning virtual administrative and planning work, as well as in-person, day-of event execution. The position includes approx. 15 hours of work/week at \$20/hour.

TO APPLY:

North Brooklyn Parks Alliance is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. NBK Parks is committed to building a culturally diverse community and strongly encourages applications from candidates from underrepresented communities.

Qualified candidates should submit a cover letter, resume, and salary expectations (as one PDF document preferred) with “Volunteer Coordinator” in the subject line to info@nbkparcs.org.