THE PISGAH CONSERVANCY

JOB OPENING: VOLUNTEER COORDINATOR

Reports to: Chief Operating Officer and Program Director
Location: Pisgah Ranger District, Pisgah Forest, NC
Start date: January 4, 2027 with some flexibility based on the availability of the right candidate
Category: Full-time, Exempt

Position summary
The Volunteer Coordinator will be a full-time employee of The Pisgah Conservancy (TPC), working in the Pisgah Ranger District (PRD) of the Pisgah National Forest near Brevard, NC. The Volunteer Coordinator will work closely with the Chief Operating Officer and Program Director and leaders from TPC's Trail Crew and Ecological Restoration Crew to coordinate and lead volunteer projects on the PRD throughout the year, including trail maintenance, trail brushing, non-native invasive species (NNIS) plant removal, litter pickup, native planting, rock dam removal, livestaking, and other stewardship activities. Work will focus on engaging members of the public to steward public lands in the PRD. The Volunteer Coordinator will maintain existing relationships with partner organizations as well as build new ones. The Volunteer Coordinator will develop and lead regular volunteer projects throughout the year and will play a key role in the planning and execution of larger and more complex community volunteer events such as Pisgah Project Day (Spring) and a National Public Lands Work Day (Fall). The Volunteer Coordinator will be responsible for recruiting, training, and leading volunteers, managing paperwork necessary to track hours and accomplishments, and managing risk and facilitating safety briefings for volunteer events.

Compensation and benefits
- Competitive base salary for similar positions in both the nonprofit and government sectors ($47,500 - $51,000 annually depending on candidate experience and qualifications)
- Eligible for compensation increases based on performance at annual employee evaluation process
- Eligible for full-time employee benefits including:
    - Paid time off and sick leave

    - Health, dental, vision, and life Insurance
    - Retirement plan with employer match

Job requirements

The candidate must:

- Excel at communication and relationship-building with members of the public across all ages, backgrounds, and abilities
- Demonstrate strong interpersonal skills and emotional intelligence, using effective communication, adaptability, and awareness of differing perspectives to build rapport and foster positive, productive working relationships across diverse personalities and situations
- Have experience managing, coordinating, and leading volunteers on work projects
- Have ability to maintain focus on safety and risk management, both on a personal and group level
- Have some knowledge of and experience in trail assessment, maintenance, and construction skills and best practices, and a passion for teaching them to others
- Have knowledge of and experience in the use and maintenance of a variety of hand tools, power tools, and personal protective equipment (PPE) utilized in basic trail work and simple construction projects
- Be self-motivated and able to work independently to identify, plan, coordinate and execute successful volunteer work projects on the Pisgah Ranger District
- Manage and evaluate external requests for volunteer opportunities from a breadth of sources including civic organizations, corporate groups, and other groups
- Be key driver in the development, coordination, and implementation of large, multiproject volunteer days in April (Pisgah Project Day) and September (National Public Lands Day)
- Effectively develop and maintain relationships with multiple partner groups, serving as one of TPC's primary representatives to volunteer-driven organizations that also work in Pisgah
- Have proficiency working with Google Workspace, spreadsheets, and Microsoft Outlook for communication, file management, and record keeping, and be willing to be trained in the use of Bloomerang CRM to track volunteer events
- Provide photographic and textual content for social media, e-newsletter, website, annual report, and other organizational communications to promote and highlight TPC's volunteer work

- Develop and implement a volunteer appreciation program to recognize, engage, and retain volunteers
- Be highly organized and detail-oriented
- Have a valid driver's license and be able to operate a pickup truck to be used for hauling equipment, trailers of tools, and other materials needed for conducting work projects
- Be able to pass a background check in order to have open access to a federal facility
- Have availability to work some weekends outside of standard work schedule
- Complete other duties as assigned

Preferred knowledge, skills, and certifications

- First Aid/CPR Certification*
- USFS Chainsaw Certification*
- Wilderness First Aid/Wilderness First Responder
- Advanced knowledge of and experience in trail assessment, maintenance, and construction
- Advanced knowledge of and experience in the use and maintenance of hand and power tools
- Knowledge of and experience in performing ecological restoration activities including non-native invasive plant management
- Familiarity and skill with mapping applications including ArcGIS Online, Field Maps, Survey 123, Avenza, and others
- Experience collaborating and working effectively with federal land management agencies
- UTV operation
- Light equipment operation

*These certifications will be provided and required after 4-5 months in the position

Education

- Bachelors degree or higher

Physical demands

The incumbent occasionally lifts, pushes, pulls and carries items weighing up to 50 pounds. Work will occasionally require walking 2-8 miles at 3 miles per hour over rough and uneven terrain to reach remote locations.

Work environment

The employee will report to the Pisgah Ranger Station/PRD Work Center, but some of the work in the field may be performed in a mountainous, forested environment

where the terrain may be steep, uneven, rocky, wet, and covered with thick and tangled vegetation. Work can occur in inclement weather (rain, snow, freezing temperatures or temperatures over 100 degrees Fahrenheit). Local rainfall exceeds 80 inches annually and is a regular companion in working on the Pisgah. The employee may be exposed to irritant chemicals associated with operating and maintaining motorized equipment. Work requires the use of safety equipment (PPE) such as boots, gloves, goggles, chaps, and hardhats. The employee will comply with all U.S. Forest Service protocols in performing the requirements of this position.

Work hours
The position will work 40 hours per week reporting to the Pisgah Ranger Station/PRD Work Center. Work will generally be Monday-Friday, however some weekend work will be required.

To apply

- Send your resume, a brief cover letter, and contact information for up to three references (including at least one required professional reference) to jobs@pisgahconservancy.org
- Please include "Volunteer Coordinator position" in the email subject line
- This position is open until filled

No phone calls, please.

About The Pisgah Conservancy
The Pisgah Conservancy (TPC) is a 501(c)(3) nonprofit organization that was founded in 2015. Our mission is to work in partnership with the U.S. Forest Service to provide key resources for the benefit of Pisgah and its visitors for generations to come.

Our support of the Pisgah Ranger District primarily falls into these categories:

- Recreation support, including trail maintenance and repair
- Watershed improvement
- Invasive plant removal
- Trash clean ups and graffiti removal
- Habitat improvement
- Visitor information and education

To learn more about our work, please visit: https://pisgahconservancy.org/

TPC prohibits discrimination against, and harassment of, any employee or applicant for employment because of race, color, age, religion, sex, gender, pregnancy, genetic

information, ethnic or national origin, sexual orientation, marital status, familial status, military or veteran status, qualified individuals with a disability on the basis of the disability, or any other category which may be protected under applicable local, state or federal law. TPC promotes respect for all people and will not tolerate harassment based on any of these characteristics nor on differences based on gender identity or expression.