

# Volunteer Coordinator

## Bushnell Park Foundation, Hartford, CT

### About Us

The Bushnell Park Foundation, in collaboration with the City of Hartford, is dedicated to the protection, preservation and enhancement of Bushnell Park for all to enjoy. The Foundation, established in 1981, continues to promote Reverend Horace Bushnell's founding vision of "a place of life and motion that will make us more completely conscious of being one people."

### Employment Opportunity

We are searching for a **Volunteer Coordinator** to manage volunteer events. This person will be responsible for allocating responsibilities and retaining effective volunteers for ongoing volunteer programs, as well as various volunteers to support scheduled events, which include but are not limited to:

1. Tour days at the Memorial Arch and Park tours
2. Park Clean-Up Days
3. Event Support, including but not limited to picnics and corporate events

This position will report to the Foundation President. This is a new, part-time contractor position for a small, established nonprofit organization located in downtown Hartford, Connecticut. It is expected to entail approximately 10 to 15 hours per week primarily from April through October. Candidate must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience. On-the-job training will be provided.

As Hartford's centrally located and historic public park, candidate should have familiarity with city neighborhoods and the ability for outreach to those areas.

### Responsibilities

- Represent the Foundation's mission and values to all parties, including downtown companies whose employees volunteer in the Park
- Recruit, train, and maintain a group of enthusiastic and dedicated volunteers to meet the needs of the park.
- Coordination of public park tours, including seasonal weekly tours of the Soldiers and Sailors Memorial Arch, monthly park history and tree tours.
- On-site coordinator at volunteer events
- Coordinate teams of volunteers for Bushnell Park clean-up days (activities include but are not limited to weeding, trash removal, and other types of cleanup activities)
- Produce schedules for such activities and communicate appropriately with volunteers.
- Coordinate volunteers for special events as needed (activities include such things as: event set up, greeters, clean up).
- Assign responsibilities to the right people for special events.

- Maintain records of volunteers' information and assignments.
- Activity reporting to summarize number of events, volunteers, groups, and volunteers' hours worked (aka "person-hours").
- Coordinate other volunteer activities as directed by the President.
- Ensure the purpose of the organization and its actions are clearly communicated.

### **Qualification and Requirements**

- Ability to maintain professional standards and conduct, internally and externally.
- Ability to relate well with people from diverse groups.
- Able to work independently and holds self accountable for achieving results.
- Experience as operations director or similar position.
- Experience participating in volunteering or volunteer organizations..
- Excellent organizational and team coordination abilities.
- A pleasant, outgoing personality.
- Flexible schedule.
- Driver's license or photo ID; must have transportation to and from Park events.
- Ability to communicate in Spanish is a plus.
- High school degree required.

### **How to apply:**

Qualified applicants should submit a resume and a cover letter to:

Bushnell Park Foundation  
P.O. Box 230778  
Hartford, CT 06123  
Attn: Volunteer Coordinator

Email:

[Karamla266@gmail.com](mailto:Karamla266@gmail.com)