SWATARA
WATERSHED ASSOCIATION

# Volunteer and Membership Coordinator
# Volunteer Job Description

**Supervisor:** Bethany Canner, bethany@swatarawatershed.org, 717-821-1681

**Job Description:** The Membership and Volunteer Coordinator will help the Board of Directors manage the Swatara Watershed Association membership database to improve membership recruitment and retention. They will also manage a volunteer database for the following priority volunteer needs in to increase engagement:

- Board Members
- Communications/Newsletter
- Park maintenance
  Tree plantings and maintenance
- Development/Fundraising
- Creek cleanups
- Membership
- Park pre-season cleanup
- Swatara Sojourn
- Adopt-a-Launch Trash Cleanup
- Tabling Events
- Social media and newsletter

**Qualifications:**

- Ability to form professional working relationships with others
- Strong computer skills and experience working with Excel or database platforms and email
- Strong organizational and time management skills
- Effective verbal and written communication skills
- Efficient and detail-oriented
- Ability to meet deadlines
- Enjoys solving problems
- Passionate and knowledgeable about natural resource conservation

**Responsibilities**:

- Create and manage a Swatara Watershed Association membership database
- Create and manage a Swatara Watershed Association volunteer database
- Send out requests for volunteers
- Manage membership list and dues
- Assist the Board of Directors and other volunteers with membership mailings and renewals
- Assist the Board of Directors and other staff with volunteer coordination

**Time Commitment:** 1-4 hours per week.

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