



SPECIAL EVENTS & VOLUNTEER MANAGER

Position Description

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Riveredge is more than a nature center. Its legacy as a pioneer in the areas of land restoration, research, and inquiry-based education throughout Wisconsin serves as a strong foundation for future initiatives. Today, Riveredge is reimagining the role of the nature center by empowering and supporting communities to live in harmony with their natural environment in a way that encourages exploration, adventure, and fun.

Riveredge has a 53-year history as a leader in environmental education in the state of Wisconsin. The Center provides science-based, inquiry-oriented, outdoor experiences to over 45,000 learners of all ages each year. The mission of Riveredge Nature Center is to promote conservation through education that awakens curiosity, engages the body, and explores connections to nature for all generations. Through this, Riveredge envisions healthier human and natural communities.

Riveredge is working to become a leading destination in the Midwest for learning, discovering, and experiencing the interconnections between nature and society. This work is done through creating partnerships which transform the culture of our formal education systems, communities, and lifestyles. This is an exciting time in the history of Riveredge as we work to pioneer strategies to redefine the role of nature centers in today's society.

Position Purpose

The Special Events & Volunteer Manager serves as part of the Riveredge Nature Center team of staff and volunteers to provide support to programs and functions of the nature center through event and volunteer management. This includes collaborating with staff to ensure the success of the programs, events, and overall operations as well as designing systems to recruit and retain a cohesive volunteer team. The position is responsible for providing key leadership, oversight, and hands-on assistance to a range of special events.

The Special Events & Volunteer Manager reports to the Director of Development with supervisory support from the Riveredge Leadership Team which includes the Executive Director, Director of Education, and Director of Research and Conservation.

Riveredge seeks a dynamic, creative individual with exceptional organizational skills to fill this position.

Primary Duties

Special Events Management

- Serve as lead logistics coordinator for all organizational special events including Maple Syrup Supper, Yule Log Dinner, Frothy Forage, Farm to Table Dinner, Riveredge Bike Ride, Sturgeon Fest, and the Pancake Breakfast.
- Create implementation timelines, communicate with staff, volunteers, and partners, and support the team in the successful execution of all events.
- Support events through contributing to social media, emails, and print communications/marketing for all events.
- Provide leadership for kick-off and wrap-up meetings for all events
- Provide assistance to other staff on the following special events and other programmatic events such as Maple Sugarin' Festival, Annual Meeting, Donor Benefit Events, anniversary events, etc.
- Collaborate with volunteers and staff to secure in-kind donations for special events.
- Provide hands-on assistance, in collaboration with staff and volunteers, for set-up and clean-up of events.
- For some events, purchase food and assist volunteers with food preparation.
- Recruit an appropriate number of volunteers for events to ensure their successful execution.
- Create and manage event budgets; strive for yearly growth in participation and revenue targets.

- Document event quantitative impacts; lead evaluation efforts to document qualitative outcomes.

Volunteer Coordination

- Provide oversight for the 200+ volunteers engaged at Riveredge
- Communicate and publicize volunteer opportunities at Riveredge
- Continually strive to recruit new volunteers
- Communicate with staff members regarding volunteer needs
- Coordinate all volunteer trainings; lead appropriate volunteer training
- Build partnerships with regional groups such as regional Volunteer Centers and other appropriate agencies to meet the volunteer needs of RNC
- Document volunteer metrics (numbers of volunteers, events, and volunteer hours) on a continual basis
- Manage necessary legal requirements for volunteering (e.g. background checks, community service hours)
- Coordinate groups of volunteers from local organizations and businesses for work days
- Create volunteer schedules as well as design and manage systems for sharing
- Coordinate volunteer recognition efforts
- Provide content for the Volunteer page of the Riveredge newsletter and website
- Lead contact and coordinator for community groups such as Boy Scouts, Girl Scouts or Eagle Scout projects

General Responsibilities

- Contribute content, as appropriate for position responsibilities, for the Riveredge website, newsletters, and social media.
- Participate in programs, events, and staff meetings of each department as necessary to fully understand the programs and initiatives at Riveredge.
- Assist in staffing the Visitor Center approximately one weekend day per quarter (in addition to assisting with other weekend events).
- Provide regular reports to the Director of Development & Executive Director on volunteer impact and special events
- Work with all members of the Riveredge staff team and undertake additional assignments as necessary.

Position Expectations

In addition to the primary duties, the Special Events & Volunteer Manager is expected to meet the following expectations set forth to all staff members of Riveredge Nature Center:

- Meaningfully contribute to the Riveredge staff team. This includes helping with projects, programs, and events that may fall outside of the primary duties or departments of this position description.
- Foster an inclusive and supportive environment through personal actions such as supporting and helping other staff members and volunteers.
- Regular and consistent growth in revenue and participation metrics on an annual basis.
- Identify opportunities and contribute to efforts to realize additional earned and contributed revenue outside the nature center program area such as, but not limited to, specialty programs, membership recruitment, in-kind donations, grants and gifts.
- Provide high quality customer service experiences to all guests and volunteers.
- Develop personal benchmarks and measures of success related to yearly Riveredge Nature Center approved goals and strategic priorities.
- Regularly participate in staff meetings and internal professional development training.
- Seek out professional development opportunities outside of Riveredge Nature Center to further expand and improve your skills, talents, thoughts and ideas.
- Strive for excellence and innovation.
- Meaningfully contribute to applying significant examples of regional impact on the environment and education

Benefits & Working Conditions

This is a full-time, salaried position and provides the following benefits. Specific quantity of benefits will be presented in the offer letter.

- Short and long term disability paid 100% by Riveredge,
- Limited matching retirement contributions,
- Paid holidays,

- A generous Paid Time Off (PTO) allotment
- Optional participation in health insurance and dental insurance programs.

Additional working conditions include:

- Work evenings and weekends on a regular basis.
- Assume occasional travel within the state.
- Occasional hours may be spent telecommuting from home.

Physical Requirements:

- Sit and type for long periods of time indoors among an open concept office setting.
- Hike outdoors on varying terrain, in all seasons.
- Ability to lift up to 20 lbs. and climb stairs.
- Ability to assist with event set-up and clean-up
- Comfort in driving a 15 person van and golf cart to shuttle event guests short distances

Riveredge Nature Center is committed to fostering, cultivating, and preserving a culture of diversity and inclusion. Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

This position reports directly to the Director of Development.

Preferred Qualifications

- Significant experience in providing leadership to events, preferably in a nonprofit organization
- Significant experience in supporting, recruiting, and managing volunteers
- Demonstration of a self-driven, motivated, and growth-mindset personality
- Flexible, collaborative spirit who contributes positively to a team environment
- Well-developed ability to set and meet goals and outcomes
- Excellent, transparent communicator; strong oral and written communication skills.
- Comfortable developing new sources of revenue and ability to understand revenue impacts on programming
- Loves working with people of all ages, from preschool students to retirees
- Proficiency in using G-Suite such as Docs, Sheets, Forms, Drive, Gmail, Calendar
- Experience in a private non-profit setting
- Interest in sustainability education and its connection to environmental issues and a community's well being

Deadline: Monday, January 10, 2022.

Please send resume, cover letter, and contact information for three references (**as one PDF**) to jobs@riveredge.us . For questions, please contact the Executive Director at 262-375-2715.

To Learn More

To learn more about Riveredge's mission, vision, core values, and recent mission impacts, please visit:

- <https://www.riveredgenaturecenter.org/mission-vision-values/>
- <https://www.riveredgenaturecenter.org/financials/>
- Growing Wild: 50 Years of Riveredge - <https://www.youtube.com/watch?v=-9YVOGgjhDY>