



# Stony Kill Foundation

79 Farmstead Lane

Wappingers Falls, New York 12590

845.831.3800 | [stonykill.org](http://stonykill.org)

## **Volunteer and Outreach Manager – 40 Hours/week**

Stony Kill Foundation is a 501(c)(3) nonprofit organization, that operates the NYS DEC-owned Stony Kill Farm Environmental Education Center, in Wappingers Falls, NY. Stony Kill Foundation's mission is to educate the public and cultivate environmental stewardship through interpretation of the rich historical, environmental, and agricultural heritage of Stony Kill Farm. Thousands of people visit the 750-acre property each year, participating in our environmental education programs, hiking the trails, gardening in the community garden, and enjoying the outdoors. To learn more about our work, visit [Stonykill.org](http://Stonykill.org) or follow us on [Instagram](#) and [Facebook](#).

### **We are seeking a Volunteer and Outreach Manager to join our upbeat team on the farm!**

The Volunteer and Outreach Manager's core responsibilities are to 1) manage volunteer activities related to care of the farm, grounds, and trails, 2) take a lead role in organizing our seasonal community festivals, and 3) assist with communications and outreach through our social media and publications. We recognize that everyone has a unique set of skills and encourage you to apply if you enjoy working with people, have a talent for managing projects and events, and have experience that would serve you well in fulfilling most of the responsibilities below.

### **Primary Responsibilities Include** (not limited to)

- Recruit, train, and manage individual volunteers and teams of volunteers to assist with programs and stewardship of Stony Kill Farm.
- Organize and implement volunteer service projects (clean ups, plantings, trail work, general repairs, community garden maintenance, etc.).
- Work with other staff to identify and fulfill volunteer management needs associated with public programs, greenhouse, community garden, livestock care, etc.
- Streamline our volunteer onboarding process, maintain volunteer records, and steward volunteers year-round to increase retention.
- Manage and maintain volunteer equipment and purchase supplies for volunteer projects.
- Take a lead organizing role with events and festivals, including overseeing the event committee.
- Organize outreach events focused on drawing in new volunteers and members, such as community picnics and volunteer appreciation events.
- Assist with general outreach and communications, including e-newsletter, social media, and website.
- Assist with publication of the biannual Stony Kill Almanac magazine and Annual Report.
- Develop tabling materials and train volunteers to represent Stony Kill Foundation during activities such as Open Barn and special events.
- Assist with general needs that arise around the farm and in the office as needed.

**Desired Skills and Qualifications** (It is ok to apply if you do not have all of these!)

- Relevant experience in volunteer management, event planning, and outreach and communications.
- Demonstrated ability to organize and manage projects and problem solve.
- Ability to build strong relationships with diverse constituents, direct others, and communicate comfortably by phone, email, mail, and in person.
- Ability to develop new programs and partnerships that foster volunteering.
- Able to work outdoors in all weather conditions, with the ability to carry 30lbs.
- Familiarity with basic tools and repair related to plantings, trail work, carpentry, fencing, etc. a plus.
- Experience with email marketing, social media, and online communication tools.
- Able to thrive in a collaborative work environment and adapt to a changing schedule of activities.
- Ability to pass a background check.
- Enthusiasm for environmental education, agriculture, conservation, outdoor recreation, historic preservation, or related.

**Additional Details**

- Work is on location at Stony Kill Farm Environmental Education Center in Wappingers Falls, NY.
- Primarily weekday work schedule with scheduling flexibility.
- Periodic weekend and evening work when required during volunteer workdays and events with flex-time encouraged.
- This non-exempt position is full time (40 hours/week) with a pay rate \$35,000-37,000/year.
- Full-time staff are eligible for health insurance coverage (Bronze-Level HMO through NYS Health Marketplace), in addition to parental leave, paid holidays, vacation, sick, and personal days, and other benefits.
- This is a newly created position, funded by a grant for the first two years. Continuation of the role after two years is dependent on success of the position and future fundraising.

**To Apply**

Applications will be reviewed on a rolling basis until October 16th. After the deadline, we will contact you about next steps. To apply, please send an email with the subject line “Volunteer and Outreach Manager” to Erik at [erik@stonykill.org](mailto:erik@stonykill.org) with the following: 1) your resume, 2) a list of 2-3 references with contact information, and 3) your responses to the questions below. A cover letter is not required.

1. Please tell us about your experience managing volunteers or working with other people to complete a project.
2. Describe your experience with outreach and communications (e.g. social media, newsletters) and/or event organizing.
3. If applicable, describe any experience you have overseeing or personally completing general repairs, planting, trail work, garden maintenance, or similar tasks.
4. Why would you be excited to work with us at Stony Kill Foundation?
5. Are there other traits you have that would help you succeed as our Volunteer and Outreach Manager, or is there anything else you would like us to know?