

# Employment Opportunity

Wake County Division of Parks, Recreation, and Open Space



## \* Volunteer Coordinator \*

Part-time (32-40 hours per week)

Starting Salary: \$9.50 per hour

Salary is negotiable based on education and experience.



### Background:

Historic Yates Mill County Park features the last remaining, operable gristmill in Wake County. The 174-acre historic and environmental park is located 5 miles from downtown Raleigh on Lake Wheeler Rd. The mill is open for private tours on weekdays and public tours on weekends from March through November. Crowder District Park is a 34-acre environmental park with a pond, trails, playgrounds, and picnic shelters and is located near Holly Springs Rd and Ten Ten Rd. The parks are open 8am to dusk, 361 days per year.

### Primary Duties:

The Volunteer Coordinator must work as a team with staff, volunteers, and partner groups at both parks, and to:

- Recruit, manage and retain volunteers to provide programs and events both at the park and for outreach;
- Maintain frequent communication with all volunteers through personal contacts, phone calls and emails;
- Train, track, evaluate and provide feedback as necessary to all volunteers for both parks;
- Organize and conduct at least 2 volunteer appreciation events per year;
- Assist with the implementation and development of park programs, events and displays;
- Participate in the ongoing operations of the park, assist with janitorial and maintenance duties, and patrol park grounds and facilities, and to enforce park rules as needed;
- Provide ongoing visitor services in the park and park center reception (including opening and closing the parks, answering phones, responding to visitor requests, providing information as needed, restocking and distribution of park publications and public information, mailing list upkeep, etc); and
- Take on various other duties as assigned by Park Management.

### Qualifications:

All applicants must be at least 18 years old and have a valid NC driver's license. Applicants must have a basic knowledge of park resources and facilities, and be able to perform physical tasks outdoors. The person in this position must be able to exercise tact, maintaining good public relations with park users and others under all circumstances. Flexible scheduling is available, but the position must be willing to work weekends, as well as morning, evening and some holiday hours. Note that applicants are subject to a background check. This is a great opportunity to gain experience in the field of Parks and Recreation, Natural and Cultural Resources Management, Environmental Education and Public History.

### How to Apply:

Only Wake County job applications will be accepted; resumes may be attached. A blank job application may be obtained at the parks or online at [www.wakegov.com/parks](http://www.wakegov.com/parks), on the bottom of the Yates Mill and Crowder main park pages. Applications must be submitted to the address listed below.

### Address:

Wake County Parks, Recreation, and Open Space, C/O Rebecca Cope, Program Director  
@Historic Yates Mill County Park, 4620 Lake Wheeler Road, Raleigh, NC 27603