

**{{Club Name}}**

## **Volunteer Engagement Leader**

The Appalachian Trail (A.T.) is cared for by thousands of people, hundreds of organizations/agencies, and passes through a variety of diverse landscapes. Volunteers, coordinated in large part through A.T. Clubs, provide on-the-ground knowledge, experience, and operational capacity. Alongside a variety of partners, volunteers work together to manage and protect a long-distance hiking trail that connects a patchwork of conserved lands and communities along a massive migration corridor that exits along the spine of the ancient Appalachian Mountain range.

This is a leadership position within {Club name}, with the responsibility of orchestrating a robust volunteer program that recruits, places, supports, and advances individuals for roles that fulfil their interests and the organization's needs.

A Volunteer Engagement Leader is responsible for being the point of contact regarding volunteer engagement efforts for individuals the organization as a whole. A detailed plan guiding the work of the Volunteer Engagement Liaison is outlined in the organization's Volunteer Engagement Plan, which may be created or modified under this person's direction.

### **Responsibilities:**

- Ensure the organization has and follows effective volunteer engagement strategies.
- Consistent communication with program area leaders to apply volunteer interest, navigate potential for new roles and opportunities, and effectively apply all interest applied to the organization.
- Lead a steering committee to achieve volunteer engagement goals.
- Monitor and assure progress is being made toward volunteer engagement goals.
- Provide in-house expertise on volunteer engagement and its associated trends.
- Serve as a primary liaison for outside group interest in volunteering with your organization.
- Perform informational interviews to place potential volunteers with unique skillsets not already represented within the organization.
- Review and recommend changes to position descriptions or segmentation of roles to allow for various time-commitments of willing volunteers.
- Maintaining a mentorship program so that volunteer leadership is sustainable and effective.
- Tracking available volunteer opportunities.
- Mentoring a successor within the last year-and-a-half of this position's three-year term.
- Ensuring volunteer engagement is represented during organizational strategic planning, annual budgeting, while taking into consideration the needs and goals

of the relationships between the organization, the public, and the volunteer experience.

- Ensure A.T. Volunteer hours are reported and volunteer recognition item requests are submitted annually to the Appalachian Trail Conservancy (ATC) for fulfillment.

**Term:**

This is a 2-3 year position with the option to extend the position duration if desired. Expected time commitment will be approximately 25 hours per month.

**Benefits:**

- Supporting the volunteer legacy, and its future, on the Appalachian National Scenic Trail.

**Available Trainings:**

- Technical assistance available from ATC's Volunteer Development Coordinator.
- Partner resources [for volunteer coordination and field leadership resources](#)
- Volunteer recruitment training

**Qualifications:**

- Familiarity with local community resources.
- Understands the large scope of volunteer engagement and its evolving nature based on research.
- Public speaking.
- Awareness of organization's mission and program areas in which volunteers work.
- Can articulate the impacts of volunteer engagement.
- Visionary leader.
- Strong skills in: management, task analysis, interpersonal, written, oral, and digital communication.

**Requirements:**

- Ability to work at a computer for several hours at a time.
- Must be able to communicate in writing, by phone, and in person to other club leaders, prospective volunteers, and volunteer liaisons reporting to this position.

If interested in this volunteer position, please contact the {{Club Name}} for more information. Feel free to reach out to the ATC at [volunteer@appalachiantrail.org](mailto:volunteer@appalachiantrail.org) for assistance with connecting to the club.