



The Environmental Learning Centers of Connecticut (ELCCT) seeks an outgoing, energetic person to lead its volunteer and animal care programs. The Mission of ELCCT is *to inspire the appreciation and enjoyment of nature through education and conservation, fostering a healthy environment and an improved quality of life*. ELCCT educates over 20,000 school children annually, runs a summer day camp, owns over 750-acres of wildlife habitat, and operates the Indian Rock Nature Preserve and Harry C. Barnes Memorial Nature Center. ELCCT also operates a small farm and maintains a collection of reptiles, amphibians, birds of prey and farm animals.

Position Summary

The *Coordinator of Volunteer Services and Animal Care* position was developed in 2015 and is a full-time position. As a result, ELCCT has significantly increased its volunteer corps from 50 to 250, increased its outreach to new and diverse audiences through a concerted digital marketing strategy, and put a renewed focus on exemplary animal stewardship and exhibition. This staff member is responsible for continuing to develop, implement, and maintain its vibrant volunteer, marketing, and animal care programs.

The *Coordinator of Volunteer Services and Animal Care* works closely with the ELCCT staff and manages the following areas:

Volunteer Coordination

- Recruit, train, nurture and retain a corps of volunteers from a wide variety of sources
- Identify volunteer opportunities in the areas including, but not limited to, education, habitat management, facilities, sanctuary maintenance, events, garden for good and animal care
- Supply and manage volunteers for ELCCT's special events
- Further develop ELCCT's volunteer recognition program
- Manage and leverage ELCCT's volunteer management software, Volgistics
- Further volunteer training initiatives to increase volunteer responsibilities as appropriate
- Organize and supervise corporate volunteer workdays and other group volunteer efforts
- Assign volunteers to various tasks in conjunction with other staff
- Manage ELCCT's Volunteer Advisory Committee

Animal Care

- Oversee the care and exhibitory of ELCCT's live animals
- Recruit, train and supervise a corps of volunteers specifically for animal care, and manage a weekly schedule to ensure coverage
- Provide direct care for animals in absence of volunteers
- Order and maintain animal care inventory including variety of appropriate foods, medical and husbandry supplies
- Work with educators to define educational opportunities using live animals and ensure animals are handled properly
- Maintain ELCCT's USFWS permits, annual reports and individual animal records
- Organize and oversee farm product sales

Outreach

Work with ELCCT's Marketing Committee to assist with communication to ELCCT constituents including volunteers, members, donors, and the public through ELCCT's website, social media, newsletters, eblasts, and other media.

Other

- The *Coordinator of Volunteer Services and Animal Care* is asked to complete other tasks as needed for the successful operation of ELCCT including assistance with occasional grant writing.
- The *Coordinator of Volunteer Services and Animal Care* oversees the Garden for Good, its volunteers and seasonal intern, and assists with the management of TerraCorps service members

Qualifications

- Bachelor's degree, preferably in non-profit management or biological sciences, or commensurate experience
- Experience working with volunteers in a leadership position
- Experience working with and building partnerships with a variety of audiences including adults, college and high school students, community groups, local businesses, and corporations.
- Extensive experience with animal care including illness diagnosis, medication administration, and urgent care. Veterinary Technician experience/certification a plus
- Experience working with a variety of animal species including birds of prey
- Natural history knowledge preferred
- Highly organized with excellent leadership and communication abilities
- Ability to prioritize and manage multiple projects simultaneously and work independently
- Excellent computer and social media skills
- Excellent customer service and interpersonal skills, including the ability to build relationships and deal tactfully with community partners, students, volunteers, and staff.
- Will be required to work some weekend days and evenings, especially as it relates to the implementation of special events
- Must possess a valid driver's license

The standard work schedule for this position is 40 hours per week Monday through Friday. However, the position requires flexibility to meet the needs of the program and organization.

Compensation

- Salary commensurate with experience; generous vacation package; on-site housing may be available or required.

To apply, email a cover letter, resume, and contact information for three references to: Scott E. Heth, Executive Director, Environmental Learning Centers of Connecticut, sheth@elcct.org. Deadline November 15, 2021

For more information, visit www.elcct.org.