

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 815 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 is responsible for recruiting, screening, training, scheduling, and retaining volunteers in support of ELCCT's organizational goals as well as providing optimum care for ELCCT's education animals. This team member is the primary liaison between volunteers and staff, ensuring a positive and safe experience while tracking hours and organizing recognition programs. Key skills include communication, organization, and passion for animals, environmental education, and nature.

Essential responsibilities include:

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
- Provide 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

- With the Director and ELCCT staff, 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 using live animals for programs and ensure animals are handled properly
- Maintain ELCCT's USFWS permits, annual reports and individual animal records
- Facilitate and document any and all inspections by local, State, and Federal agencies regarding animal care, possession, exhibitory, etc.

Outreach and communications

Work with ELCCT's staff and board members 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.

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.
- Experience working with a variety of animal species
- Natural history knowledge and passion for environmental conservation
- 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

- \$37,000-\$40,000; 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 6/1/26 or until filled.

For more information, visit www.elcct.org.