

Virginia Key Beach Park Trust Volunteer Coordinator

This is a specialized position, including highly responsible administrative work, supervision over volunteers, planning and coordination of timelines and logistics.

The position's candidate should possess independent problem solving abilities, and have excellent organizational and communication skills. An employee in this classification should have knowledge of management and supervisory principles; and some knowledge of governmental purchasing practices, principles and techniques. Candidate must be able to work flexible hours, including nights and weekends.

The duties of this position include, but are not limited to the following: Identifies and engages in positive relationships with volunteer organizations and individuals for volunteer assignments with the Virginia Key Beach Park Trust, Historic Virginia Key Beach Park and the museum and cultural center at the historic beach park. Directs and supervises volunteer staff assignments; assists in developing and administering volunteer staff training, programs, assignments, materials, supplies, equipment, etc. Represents the Virginia Key Beach Park Trust in meetings pertaining to volunteer projects, community outreach and events; serves as a liaison between the Trust and community organizations; prepares administrative and/or fiscal reports pertaining to volunteer projects and overall volunteer budgets and operations; makes recommendations concerning volunteer program implementation and improvements; provides volunteer resource support to Trust staff; develops, coordinates and manages the beach park's volunteer staff readiness for approved event schedules and activities. Become familiar with city codes, insurance, liabilities, zoning and other appropriate federal, state, county and municipal regulations and policies. Coordinate with city and county departments as needed.

REQUIREMENTS:

Associates degree in Public Administration, Public Relations, Business Administration, Human Resources, Parks and Recreation management or related field; and considerable (1-3 years) experience in management and some (6 months – 2 years) supervisory experience.

OR

Equivalent combination of training (1-2 years) and experience (2-4 years) beyond High School Diploma

AND

Possession of a valid Florida Driver's License is required; proof of citizenship or legal residency.

Send resume to: Virginia Key Beach Park Trust, 4020 Virginia Beach Drive, Miami, FL 33149,
fax resume to: 305-960-4620 or **e-mail resume to:** gforchion@miamigov.com