



## **Community and Youth Outreach Coordinator**

### **Job Description**

The Community and Youth Outreach Coordinator is responsible for meaningful, creative, and engaging opportunities for visitors, youth, and community members to interact with park staff through volunteer, educational, interpretive, and science-based activities.

**This position is a grant funded temporary position that will end on Sept 30, 2026, with an opportunity for renewal based on funding.** This position reports to the Volunteer and Youth Program Manager within NPS and is embedded in Shenandoah National Park.

The Community and Youth Outreach Coordinator will engage local youth and communities in stewardship, recreation, and employment opportunities in pursuit of mutually beneficial career development and connection to Shenandoah National Park resources, stories, and the NPS values of conservation, preservation, and public lands.

It will expand upon existing programming and prioritize outreach to new audiences. The Community and Youth Outreach Coordinator will work closely with all park divisions to identify and coordinate youth and volunteer opportunities.

This position will operate on a flexible schedule to meet occasional needs in the evenings and on Saturdays. The typical schedule will be Monday-Friday, 8:00am to 4:30pm.



### **Volunteer Program Coordination 50%**

- Coordinate and lead service projects which encourage stewardship, enjoyment, and participation from community members, young people, and volunteer organizations. Advocate for safety and best practices while leading projects in the field. Typical service projects include trail work, campground clean ups, litter clean up, sign painting, and invasive species removal.
- Help update and improve the park website to provide additional information on volunteer opportunities, Artist in Residence programming, special events, and program internships.
- Plan project and educational opportunities for the Shenandoah Youth Corps. and serve as a mentor to Shenandoah Youth Crew Leaders and Members.
- Assist the Volunteer and Youth Program Manager with mentoring other Volunteers-In-Parks staff and interns as they plan and facilitate volunteer projects, and present educational and interpretive programming and outreach.

### **Program Planning and Goal Development 30%**

- The incumbent will work with others in the Interpretation & Education Division to meet outreach goals and collaborate with park staff and partners on programs and events involving visiting artists, local communities, and local and visiting youth groups.
- The Community and Youth Outreach Coordinator will explore new ways to strengthen the park's relevance to the local community and to engage the community and youth in stewardship of the park's cultural and natural resources.
- The Community and Youth Outreach Coordinator will forge new relationships and maintain current partnerships throughout the region.
- Assist with planning and implementing outreach strategies and volunteer positions to facilitate increased participation between the community and the park.

### **Volunteer Management, Training and Orientation 20%**



- Assist with daily operations of the Shenandoah National Park Volunteer Office including administrative duties to ensure policy requirements for volunteers and youth are met.
- Facilitate on-the-job training and oversight of youth and community programming. Assist the Volunteer and Youth Program Manager to assess and develop training opportunities for volunteers.

### **Relevant Knowledge and Experience**

- Candidates should have knowledge of the National Park Service Volunteers-In-Parks program management, public lands interpretation, conservation field work, Volunteer Management OR education.
- Experience in leading volunteers, interns, or staff in outdoor settings.
- Ability to effectively lead, evaluate and recognize the work of youth and volunteers.
- Ability to communicate effectively utilizing oral and written communication techniques to ensure presentations and documents are well organized, easily understood, pertinent information is shared effectively with others and clearly convey intended message.
- Knowledge of safety practices, first aid, operating a government vehicle and emergency procedures.
- Ability to promote safety principles and practices that ensure a safe park environment.
- Ability to provide interpretive and visitor services to a variety of audiences.
- Ability to assist in coordinating special projects.
- Ability to effectively communicate orally with a variety of audiences to present ideas and information that increase understanding of NPS programs, policies, and objectives.
- Ability to utilize computer programs and applications (e.g., word processing, databases, spreadsheets, and other software systems) for publishing content to websites and social media sites. Must be able to apply computer skills in the operation of various automated systems and databases.



Shenandoah National Park Trust is an equal opportunity employer. We are committed to creating a diverse and inclusive work environment that welcomes individuals from all backgrounds and experiences. We encourage candidates who may not meet all the qualifications to apply.

**Salary and Benefits:** \$46,000-55,000 non-exempt position. + 100% employee healthcare, 401K match, 20 days PTO, paid holidays, hiking, flexible work environment, and a Shenandoah National Park Pass.

**Location:** Interpretation and Education Division at Shenandoah National Park, Luray V.A.

**To apply:** Send your resume and a cover letter to [jshuren@snptrust.org](mailto:jshuren@snptrust.org). Please note in the subject line of your email: Comm and Youth Coord.