

### NYC Civic Corps Position Description

<b>Title of NYC Civic Corps Member:</b> Volunteer Outreach/Engagement Coordinator (GREEN)
<b># of Members Assigned to Project:</b> 1
<b>Sponsoring Organization:</b> NYC Service, Office of the Mayor <b>Project Name:</b> NYC Civic Corps
<b>Name of the Host Site Organization:</b> The Bronx is Blooming
<b>Location:</b> 1344 Nelson Ave, Bronx
<b>Schedule:</b> Spring and Fall (September-November & April-Early June): Tuesday to Friday from 9:30 am to 5:30 pm, Saturday 8 am to 4 pm; Winter (December-March): Monday to Friday, 9:30 to 5:30 as typical hours, with modifications to the schedule to accommodate tabling at weekend events, attendance at community meetings in the evenings, and sometimes early mornings (7 or 8 a.m.) to set up for events.

**PLEASE NOTE:** The duties and responsibilities in this service position description may be subject to change. In the rare event that there are any changes, members will be notified prior to beginning the service year and the position description will be amended. All changes will be reviewed and approved by NYC Service.

#### Member Assignment Objectives and Member Activities (September 2024 – June 2025)

**Goal of Project:**

Since 2011, The Bronx is Blooming has engaged more than 24,000 volunteers in environmental stewardship projects at more than 20 Bronx parks and green spaces. The Volunteer Outreach/Engagement Coordinator (VOC) will play a key role supporting our Grow, Revitalize, Engage, Educate, and Nurture (GREEN) program, which provides civic groups, schools, and volunteer groups with hands-on environmental education and stewardship workshops that revitalize neighborhood parks. The VOC will be focused on recruiting and retaining volunteers, with a focus on engaging local community members in our work.

<b>Member Assignment Objectives and Member Activities (September 2024 – June 2025)</b>		<b>Planned Period of Work</b>
<p><b>Objective 1: Settling in – learning about the organization and role Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Meet with organizational leadership</li> <li>2. Community Asset Mapping</li> <li>3. Review Assignment Description for clarity and/or revisions</li> <li>4. Meet community stakeholders to learn about the project’s impact</li> </ol>		<p><b>September 2024 to October 2024</b></p>
<p><b>Objective 2: Recruit new volunteers from the community</b></p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Conduct direct outreach to community boards, local park groups, and other organizations, present at local meetings, build relationships</li> <li>2. On-site community engagement (tabling) at The Bronx is Blooming events to engage park users in our efforts and encourage participation</li> <li>3. Community engagement (tabling) at partner events to identify potential new volunteers</li> </ol>		<p><b>October 2024 to June 2025</b></p> <p>10/1/24-5/31/25</p> <p>10/1/24-6/30/25</p> <p>12/1/24-5/31/25</p>
<p><b>Objective 3: Increase public awareness of volunteer opportunities</b></p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Create promotional materials to attract new volunteers</li> <li>2. Develop a digital communications strategy focused on reaching new community members</li> <li>3. Create and share social media posts to publicize events and highlight volunteers</li> <li>4. Create and send monthly newsletters to highlight volunteer efforts and experiences</li> </ol>		<p><b>October 2024 to June 2025</b></p> <p>10/1/24-6/30/25</p> <p>10/1/24-3/31/25</p> <p>10/1/24-6/30/25)</p> <p>10/1/24-6/30/25</p>
<p><b>Objective 4: Improve volunteer experience/volunteer retention</b></p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Evaluate volunteer experiences through surveys and other feedback</li> <li>2. Create systems for volunteer recognition and retention</li> </ol>		<p><b>October 2024 to June 2025</b></p> <p>10/1/24-6/30/25</p> <p>10/1/24-6/30/25</p>
<p><b>Objective 5: Support volunteer events</b></p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Serve as first point of contact and support for new volunteers</li> <li>2. Take photos to support communications</li> <li>3. Follow up with new volunteers to collect feedback</li> </ol>		<p><b>October 2024 to June 2025</b></p> <p>10/1/24-6/30/25</p> <p>10/1/24-6/30/25</p> <p>10/1/24-6/30/25</p>



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<p><b>Objective 6:</b> Project Closeout and ensuring sustainability</p> <p><b>Member Activities:</b></p> <ol style="list-style-type: none"> <li>1. Create transition document that details all aspects of the project, including outstanding assignments, main points of contacts and potential next steps to move the project forward</li> <li>2. Transition partnerships, developing communication around transition to inform partners about new points of contact after the program ends</li> </ol>	<p><b>May 2025 to June 2025</b></p> <p>5/31/25-6/30/25</p> <p>5/31/25-6/30/25</p>

**Preferred Skills and Qualifications:**

- Desire to work outdoors and get your hands dirty
- Strong Interest in working with communities
- Strong communications skills including experience/Interest in public speaking
- Experience with social media platforms
- Some experience with Google Suite – Docs, Sheets, Slides (or equivalent)