

Grafton Lakes State Park

Volunteer On-boarding Mentor

CATEGORY: Docent

SUPERVISOR: Volunteer Coordinator

LOCATION: On-site and remote

Located on the Rensselaer Plateau, Grafton Lakes State Park consists of over 2,500 acres and over 25 miles of trails. The park is home to six ponds, serves as a sanctuary for nocturnal mammals, and includes diverse ecosystems. In addition to ecological significance, the park is an invaluable open space recreational and educational resource complete with a fire tower, 1,000-foot beach, and opportunities for boating and fishing. Grafton Lakes State Park offers volunteer opportunities for events, programs, gardening, trail maintenance, customer service, and more.



SUMMARY:

Volunteer On-boarding Mentors help train and make initial connections with new inquiring volunteers. They are the friendly face that eases new volunteers into volunteering for Grafton Lakes State Park. They provide information on the history of the park, volunteer opportunities, and the logistics of volunteering. They also help to match volunteers to opportunities that best match their interests, strengths, and availability.

Volunteer On-boarding Mentor serve in a leadership volunteer role for the park as a Docent. This position is both on-site for orientation trainings and remote for contact with volunteers via email.

DUTIES:

- Provide a comprehensive orientation for those who are unable to attend the group orientation trainings
- Follow up via email or phone with new volunteers
- Take new volunteers on hikes and walks to get to know them
- Stay up to date with events, programs, and volunteer opportunities at the park
- Vet new volunteers based on their interests and the skills required for those volunteer positions
- Provide assistance and attend volunteer open house and group volunteer orientation trainings if possible
- Maintain strong communication with the staff volunteer coordinator

REQUIREMENTS:

- Successfully complete all volunteer and docent trainings
- Must have access to internet and a phone
- Excellent interpersonal skills and a positive, outgoing attitude
- Work requires moderate physical exertion and occasional exposure to a variety of weather conditions
- Ability to work with minimal supervision
- Reliable source of transportation
- Minimal commitment of at least 60 hours per year (approximately 6 hours per month)

For more information, or to apply, please contact:

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