

## **Buffalo Bayou Partnership Buffalo Bayou Park Volunteer Supervisor**

### **Buffalo Bayou Partnership (BBP)**

Buffalo Bayou Partnership is the non-profit organization revitalizing and transforming Buffalo Bayou, Houston's most significant natural resource. The organization works along a 10-mile stretch of the waterway from Shepherd Drive to the Port of Houston Turning Basin. Over the past 30 years, BBP has spearheaded award-winning projects such as Sabine Promenade and Sesquicentennial Park, and in 2015 opened the renovated \$58 million Buffalo Bayou Park. The organization is currently working on a major master planning project for the bayou's east sector – from US 59 to the Port of Houston Turning Basin.

### **Buffalo Bayou Park**

Stretching from Shepherd Drive to Sabine Street between Allen Parkway and Memorial Drive, the 2.3-mile, 160-acre park is one of the country's great urban green spaces. The park contains a mix of active recreational amenities such as hike and bike trails and a skate park, passive meadows and wildflower areas, public art, and unique destinations such as the Cistern, an underground former water reservoir, now used for art installations. BBP maintains and operates the park with a 20-member staff.

### **Buffalo Bayou Park Volunteer Supervisor Position**

In addition to a maintenance team, volunteers are essential to the health and sustainability of Buffalo Bayou Park. The Volunteer Supervisor oversees all aspects of BBP's Volunteer Program, a program that annually has approximately 3,000 volunteers who contribute 6,000 hours to the park. The Volunteer Supervisor reports directly to the Buffalo Bayou Park Director.

### **Duties and Responsibilities**

- Actively and creatively recruits volunteers through speaking engagements, attendance at corporate volunteer fairs, and presentations to school groups
- Trains volunteers
- Supervises and works alongside volunteers as they participate in activities such as tree planting, mulching, weeding, etc.
- Maintains a database that includes volunteer contact information, hours of volunteer service, etc.
- Manages volunteer program budget
- Implements volunteer retention activities such as an annual Volunteer Appreciation Day and other acknowledgment events
- Works with BBP's Director of Development to create corporate volunteer opportunities and to encourage the corporations to financially contribute to BBP
- Works with BBP's Director of PR and Social Media Coordinator to promote volunteer activities
- Pursues professional development opportunities related to the job in order to expand the reach and scope of the position

## **Skills**

- Excellent oral and written communication skills. Spanish a plus
- Outgoing personality and the willingness to work with a wide range of people (a team player)
- Possesses excellent management and organizational skills
- Ability to multi-task
- Ability and willingness to work a flexible schedule, including most weekends
- Ability to work outdoors, and carry garden tools and supplies up to 50 pounds

## **Education and Skills**

Bachelor's degree in such fields as education, communications, and parks and recreation plus a minimum of three years of experience in the coordination of a volunteer program.

## **Salary and Benefits**

BBP offers a competitive salary and excellent benefits.

Please submit resume to:

[jobs@buffalobayou.org](mailto:jobs@buffalobayou.org)

Attention: Mr. Gregg Burks

Buffalo Bayou Park Director

Buffalo Bayou Partnership

No phone calls please

Buffalo Bayou Partnership is an Equal Opportunity Employer