

# **VOLUNTEER OPPORTUNITY**

(Updated: November 15, 2021)

**Position Title:** Marketing Committee, Emerging Leaders Committee, Events Committee, Landscape Committee, Development Committee, Capital Projects Committee

**Agency Name:** Volunteer Park Trust

## **Agency Description:**

The mission of Volunteer Park Trust is to preserve and enhance this city and national landmark for today and for generations to come. Centrally located on Seattle's Capitol Hill, Volunteer Park represents the most complete and well-preserved example of the Olmsted Brothers' design approach for Seattle city parks.

Volunteer Park incorporates one of Seattle's first reservoirs, built in 1900, as the core of the city's municipal supply system. The Park also includes a rustic, brick-clad water tower with observation deck, a Conservatory, the Seattle Asian Art Museum, an historic shelter house, wading pool and play area, a performance stage, tennis courts, public art and memorials, and significant heritage trees.

Widely used and much loved, Volunteer Park serves as both a citywide destination and a neighborhood park in one of Seattle's densest, most prominent neighborhoods.

## **Position Description:**

**Marketing Committee** volunteers will strategize marketing strategies to increase awareness of VPT, strengthen VPT's social media presence, promote events in the park, and/or develop improvements for the website.

**Development Committee** volunteers will plan and manage engagement with our donors and committee members. Tasks include donor acknowledgement, recruitment and fundraising.

The **Landscape Committee** keeps a general eye on the park, making recommendations on areas that need to be restored, or other items that may need repair. We make sure the tools, gloves, and equipment are ready for our volunteers, and returned to our shed in good condition. The Landscape Committee always needs volunteers for 2<sup>nd</sup> Saturday Work parties from 10 AM – noon and larger restoration events in the spring and fall.

The **Emerging Leaders Committee** is a new initiative of Volunteer Park Trust to provide guidance and training to the next generation of Seattle-area people who are passionate about our mission to preserve and enhance Volunteer Park. ELC members have opportunities to: 1) Create, plan and participate in service activities (volunteer days, volunteer drives, awareness campaigns, etc.); 2) Help plan and host fundraising events (happy hours, crowd-funding campaigns, etc.), and 3) Interact with other VPT Committees.

The **Events Committee** organizes VPT's big community engagement events ranging from our Summer Picnic, Halloween Pet Parade and Holiday in the Park. The Committee volunteers will help handle every detail in the event process from helping with event promotion to assisting with day of details.

The **Capital Projects Committee** volunteers will help prioritize, recommends, implements, and manages all projects hands-on, from start to finish, including community outreach and feedback; project bidding; hiring design and manufacturing/installation contractors; budgeting and accounting; and coordination with Seattle Parks & Recreation, Landmarks Preservation Board, and our many community partners

## **Qualifications:**

### **Marketing Qualifications**

- Interest in developing marketing content and plans
- Design software experience a plus
- Availability to meet monthly (online for now)
- Familiarity with Facebook, Twitter, and/or Instagram

### **Emerging Leaders Qualifications**

- Commitment to VPT's mission to enhance and preserve Volunteer Park
- Service-oriented disposition
- Reliable and self-motivated
- Willing to work collaboratively with other ELC members to plan and execute campaigns and events

### **Development Qualifications**

- Commitment to VPT's mission to enhancer and preserve the Park
- Interest in donor management
- Experience with database systems like Salesforce a plus

If interested in the other committees, please inquire for additional qualifications. Additional details on the committees and responsibilities are available at <https://volunteerparktrust.org/join-us/>.

**Total number of weekly hours:** 1 - 5

**Days/Hours:** Flexible

**Number of openings:** 1 - 3 per committee

**Start Date:** As soon as available

**Address:** PO Box 3541

**City, State, Zip:** Seattle, WA 98124-3541

**Contact Person:** Anna Smukowski

**E-mail Address:** [anna@volunteerparktrust.org](mailto:anna@volunteerparktrust.org)

**Phone:** 425-283-2059

**Mailing Address (if different from physical location):**

**Web Address:** <https://volunteerparktrust.org/>

**Application Instructions:**

Interested parties can send an email to [anna@volunteerparktrust.org](mailto:anna@volunteerparktrust.org) with a short personal statement regarding their interest.