



Volunteer Manager

Job Description

Park Pride is seeking a dynamic individual with a passion for community engagement and project management to take Park Pride's Volunteer Program to the next level. The Volunteer Program engages civic and corporate volunteers alongside Friends of the Park (FOP) groups to tackle park improvement projects. This position reports to the Director of Community Building and works closely with the development team and other staff, corporate and civic partners, FOPs, nonprofit partners, and parks departments in the jurisdictions we serve (City of Atlanta, City of Brookhaven and DeKalb County). This position scopes, organizes and leads volunteer projects and develops community capacity for FOP groups to lead projects on their own. This position is responsible for building the capacity of Park Pride and our FOP network to scale our volunteer efforts for measurable success.

Responsibilities

This is a full-time position with occasional evening hours and weekend hours. Peak times are typically spring and fall. The position involves moderately demanding physical tasks and extensive work outdoors. Responsibilities include but are not limited to:

Volunteer Program

- Serve as primary point of contact for partnerships with volunteer groups and events.
- Implement strategies to build the volunteer program and network of volunteers and build capacity within FOP groups to tackle park improvement projects.
- Develop and lead meaningful volunteer projects in coordination with community, local government, as well as corporate and civic partners.
- Train and manage hourly staff to provide on-site support for volunteer projects.
- Plan and execute larger scale volunteer projects on a regular basis.
- Serve as contact with Hands on Atlanta, Atlanta ToolBank, and other partner organizations.
- Organize, maintain, and manage access to Park Pride's tool cache.
- Operate, secure, maintain and manage the maintenance of Park Pride's van.

Friends of the Park Program

- Advise FOP groups on scoping and securing government approval for volunteer projects, basic landscaping techniques, and volunteer management
- Assist FOP groups with volunteer recruitment through Hands On Atlanta's platform
- Organize and support relevant workshops and other FOP learning opportunities

Partnership Building

- Build and maintain strong relationships with FOP leaders, community members, government, corporate, and nonprofit partner organizations, and other stakeholders.
- Represent Park Pride at community meetings, events and conferences to promote the volunteer program and build awareness of Park Pride's work.
- Facilitate communication and collaboration among FOP groups and between FOP's and local government agencies to ensure effective project implementation.

- Support internal teams and organization-wide operational activities, including Park Workers' Picnic, annual Parks & Greenspace Conference, Park Stewardship Academy, etc.
- Perform other duties as assigned by the Director of Community Building

Qualifications

- Bachelor's degree or equivalent experience
- Minimum of 3-5 years in volunteer management, nonprofit programming, community organizing, public administration, or similar roles
- Comfortable working outdoors in a range of conditions as well as loading/unloading and moving tools and materials
- Experience working with diverse communities and building effective partnerships
- Collaborative and communicative work style
- Excellent communication, facilitation, and interpersonal skills
- Reliable and punctual, with strong time management skills
- Ability to take initiative and manage multiple overlapping projects
- Proficiency in Microsoft Office suite (Salesforce experience a plus)
- Valid driver's license and ability to be added to Park Pride vehicle insurance
- Ability to pass a background check
- First aid certification and training, or willingness to obtain certification

Organizational Background

Park Pride is an Atlanta-based nonprofit founded in 1989 with a mission to engage communities to activate the power of parks. Park Pride works in Atlanta's parks ecosystem at every level— improving neighborhood parks, creating community park advocates, and connecting grassroots leaders, funders, and government partners—so that all Atlantans can have access to a great park. Whether it is through the Friends of the Park, Visioning, Grantmaking, Fiscal Sponsor, or Volunteer programs, our services work in concert to catalyze engagement, education, and empowerment that leads to more local park advocacy, community stewardship, and, ultimately, quality, active park spaces that meet the community's needs.

Compensation & Work Environment

The salary for this position ranges from \$50,000 - \$60,000. Park Pride offers a competitive benefits package including paid leave, medical, dental, vision, and retirement benefits. This position operates in a hybrid work environment that balances remote work with in-person meetings and events. Candidates must be based in Metro Atlanta. Candidates must possess reliable transportation to and from work and the ability to travel to various work sites as needed.

How to Apply

Please submit a resume and cover letter to hr@parkpride.org with "Volunteer Manager" in the subject line. No phone calls or in-person visits, please. Applicants will be notified of next steps after the deadline.

Will review candidates starting on 8/5/2026 and will keep the application open until the position is filled.

Park Pride is an equal opportunity employer dedicated to fostering a diverse and inclusive workplace. We warmly welcome and strongly encourage individuals of all backgrounds to apply.

To learn more about Park Pride, visit parkpride.org