



NEWFOUND LAKE REGION ASSOCIATION

178 North Shore Road ~ Hebron, NH 03241

603-755-8689 ~ [www.newfoundlake.org](http://www.newfoundlake.org)

# Volunteer and Operations Coordinator

Position Open March 2026

## Position Summary

The Volunteer and Operations Coordinator plays a central role in supporting the day-to-day operations and programs of NLRA. This position coordinates seasonal staff, manages volunteers, and helps oversee the organization's building and property. The role is ideal for someone who enjoys working with people, is highly organized, and thrives in a collaborative nonprofit environment where no two days are the same. Reporting to the Executive Director, this is a full-time exempt position and works in collaboration with all NLRA staff, volunteers, and partners to deliver the NLRA's mission to protect and improve the health of the Newfound Watershed.

## Key Responsibilities

### Seasonal Staff Management

- Assist with recruiting, hiring, onboarding, and scheduling seasonal staff.
- Provide day-to-day coordination and supervision of seasonal program staff.
- Support seasonal staff training and ensure team members have the resources needed to succeed.
- Maintain schedules and assist with program logistics throughout the field season.

### Volunteer Coordination

- Recruit, organize, and communicate with volunteers across NLRA programs.
- Coordinate volunteer participation in monitoring programs, stewardship projects, and events.
- Maintain volunteer records and track volunteer hours.
- Organize volunteer trainings and appreciation events.

### Building and Property Coordination

- Help manage the use and care of NLRA's building and grounds.
- Coordinate scheduling for meetings, programs, and partner use of the facility.
- Assist with routine facility needs including supplies, maintenance coordination, and vendor communication.

### Program and Organizational Support

- Plan and run programs for schools, camps, and the public in coordination with the Education and Outreach Coordinator.
- Assist with logistics for events, programs, and community outreach.
- Help coordinate equipment and materials used in programs.
- Support staff with administrative and operational needs.
- Maintain organized records related to volunteers, seasonal staff scheduling, and building use.

# Knowledge, Skills, and Abilities

The ideal candidate will possess:

- Strong organizational and project coordination skills.
- Experience supervising staff, coordinating volunteers, and/or managing programs.
- Excellent communication and interpersonal skills.
- Ability to manage multiple priorities and work independently.
- Ability to work effectively in a team environment.
- Interest in conservation, watershed protection, or community-based environmental work.

# Minimum Qualifications

- Bachelor's degree in a related field preferred.
- Demonstrated work experience providing relevant skills.
- Ability to lift and carry up to 30 pounds for short distances, to effectively use hand tools for landscaping and trail work, and to hike distances up to one mile.
- A valid driver's license and access to a reliable automobile.
- Ability to work some nights and weekends.

# Compensation

NLRA offers a competitive salary and benefits package.

Salary: \$44,000-\$50,000 annually

Benefits: Health insurance reimbursement, 3% retirement match, short-term disability, paid time off.

# To Apply

Direct questions and application material to NLRA Executive Director Rebecca Hanson ([rebecca@newfoundlake.org](mailto:rebecca@newfoundlake.org); 603-744-8689). All applications must include a cover letter and resume. Applicants must be able to provide three professional references upon request. Review of applications will begin immediately and will continue until the successful candidate has been selected.

Newfound Lake Region Association is committed to providing equal access and equal employment opportunities in all terms, conditions, processes, and benefits of employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or veteran status.

# About NLRA

The Newfound Lake Region Association is a nonprofit watershed-based conservation organization in central New Hampshire. NLRA protects and improves the health of the Newfound Lake Watershed. We support ecosystem resilience and natural resource conservation through focused programs and community engagement. Through science-based monitoring, education, land conservation, and community partnerships, NLRA works to ensure the long-term protection of one of New Hampshire's cleanest lakes and the forests, streams, and communities that surround it.