



## Position Announcement

### Volunteer Coordinator, Washington Park

Milwaukee's Urban Ecology Center has captured the attention of leaders in cities across the country. Our model of creating neighborhood-based environmental education centers energize urban public natural areas. The result is reduction in crime, protection and enhancement of urban ecosystems, increased property values and improved academic achievement. Located in vibrant public green spaces, our fast-growing organization serves over 100,000 people of all ages annually. Our innovative team of cutting-edge non-profit professionals works in creative, high-energy open offices in state-of-the-art green facilities. The Urban Ecology Center is a leader in workplace flexibility and has been recognized as one of Milwaukee's Top Work Places by the Milwaukee Journal Sentinel. The Urban Ecology Center's facilities and programs have been recognized nationally and internationally for their innovative approach to sustainability, neighborhood-based urban environmental education and citizen science.

The Volunteer Coordinator is a team-oriented individual who works with the Volunteer Program Manager, Branch Manager and all branch staff and volunteers, both prospective and current, to ensure the organization's volunteer needs are filled. The Volunteer Coordinator implements all aspects of the system used to recruit, train, coordinate and recognize volunteers for all Center operations, programming and other activities. The position also is responsible for supporting volunteer recruitment for special events held at the branch. This position reports to both the Branch Manager and the Volunteer Program Manager, and is responsible for tracking and reporting on the volunteer activities at the branch. This is a part-time, year round position that works 20 hours per week and is based out of the Washington Park Branch.

Requirements of the position include being a team player, strong organization skills, excellent communications skills, self-motivation, a commitment to the Center's mission, knowledge and experience in Microsoft Office products and Raiser's Edge 7. Ability to interact with diverse groups is essential

As a part-time employee, this position is eligible for the Urban Ecology Center retirement plan, paid time off, professional development, and Eco-bucks.

The beginning salary is \$ 14.00 an hour. The start date is mid-August 2014. Information about how to apply can be obtained by contacting Meghan Jones or Beth Heller before July 25, 2014.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees with similar richness in culture and experience.

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.

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