



JOB TITLE: Volunteer Coordinator, Washington Park

FLSA STATUS: Non-exempt

REPORTS TO: Washington Park Branch Manager and Volunteer Program Manager

DATE REVISED: June 2014

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.

Duties and Responsibilities:

Relationship Cultivation

- Recruit and orient volunteers to the Urban Ecology Center and the branch, and coordinate with the staff to place the volunteers in appropriate positions.
- Promote volunteerism at the Urban Ecology Center to the wider community, such as Center constituents, volunteer centers, and high school and college community service programs.
- Maintain relationships with colleges, universities and high schools that provide Service Learners to the Urban Ecology Center, coordinating with other branches as needed.
- Develop and maintain relationships with businesses and corporations who wish to connect their employees to the Center through service opportunities.
- Through orientations and communications, develop ways in which volunteers are connected to the Urban Ecology Center in multiple and meaningful ways.
- Promote and maintain an atmosphere whereby volunteers feel valued and rewarded.
- Work with the development team to cultivate volunteers who are also interested in a philanthropic relationship with the Center and its mission.

Volunteer program administration

- Process branch specific volunteer applications. Conduct background checks and reference checks on all prospective volunteers.
- Ensure data collection of volunteer involvement is captured in the volunteer database and provide regular reports to the Volunteer Program Manager.
- Follow and enforce policies and procedures to ensure the safety and well-being of all volunteers.
- Identify branch specific gaps in policies and procedures, working with the Volunteer Program Manager and Branch Manager to develop systems that ensure safety and well being for all volunteers.

Volunteer integration

- Work with the Volunteer Program Manager to provide new staff training/workshops in order to increase staff competency in working with volunteers, stretching the capacity of the organization to accomplish its mission.
- In collaboration with the Volunteer Program Manager, Branch Manager and other staff members, provide volunteer resources for the successful implementation of center activities (i.e. special events, center operations, and school programs).
- Provide support for staff members working with volunteers.

Other duties as needed

- The Urban Ecology Center is a collaborative work environment, and all members of the team are expected to help as needed with various tasks to support the operation and mission of the Center.

Knowledge, Skills, and Abilities:

Education/Training: Associate's or Bachelor's degree in a related field, such as human resources, teaching, environmental education, business management etc.

Experience: 1-2 years of experience supervising staff and/or volunteers. Must have worked at a non-profit organization either as a staff person or volunteer.

Skills and Abilities:

- Must be a team player with demonstrated and successful experience in people management
- Strong organization skills and the ability to multi-task
- Excellent written and verbal communication
- Highly motivated, self-directed with a positive attitude with the ability to work a flexible schedule, including occasional evenings and weekends
- Understand and demonstrate a commitment to the Center's mission
- Previous knowledge and work in Microsoft office (word, excel, outlook)
- Experience working with Raiser's Edge 7
- Ability to interact with diverse groups is essential

Working Conditions:

Job Conditions/Work Location: Open office workspace with active team atmosphere; occasional outdoor service projects

Physical Requirements: Sitting for prolonged periods, typing on a computer keyboard, lifting objects of 25 pounds or less, Physical ability with reasonable accommodation required for various stewardship activities, such as planting and invasive species removal

Equipment Used: Computer, audio-visual systems, printer/copier

Supervisory Responsibilities: Volunteers