



## **Volunteer Coordinator**

The Volunteer Coordinator supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within Nuestras Raíces.

The Volunteer Coordinator is also responsible for scheduling all tours for NR Farms in collaboration with the Farm Director and involve a community of supporters as described in the duties outlined below.

### **Job Duties and Responsibilities:**

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization, and recruit, interview and place applicants for volunteer work. Conduct and/or arrange for volunteer orientation and training
- Survey staff regularly to assess needs for volunteer assistance and ensure volunteers are staffed to support the various areas of operations
- Maintain Volunteer Service Descriptions for each volunteer assignment
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations
- Schedule all volunteer activity, including docent tours. Assure volunteer activities are aligned with the mission and vision Nuestras Raíces Promote activities and achievements of the organization
- Develop and manage volunteer policies, procedures, and standards of volunteer service Assess visitor feedback received through comment forms
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation. Enter group tour data into Excel or other data programs
- Host and attend recruiting events within the community to attract qualified candidates, attend meetings, and conduct tours as needed or requested
- Work with Marketing and Public Relations and professional associations to publicize opportunities for volunteers
- Identify community outreach opportunities such as fairs, festivals, local markets and organizations to develop and maintain relationships with other volunteer organizations within the area, provide ongoing support and guidance for volunteers and act as a single point of contact for communications
- Assist in acquiring funding of volunteer related events, as necessary
- Other duties may be assigned as appropriate

### **Qualifications:**



- To be successful, an individual must be able to perform each job duty satisfactorily.
- Demonstrated capability to conduct one's self in a calm and professional manner when dealing with the public and/or with difficult situations
- Demonstrated capability to effectively communicate orally and in writing
- Ability to work well with a diverse group of staff and volunteers
- Willingness to adjust hours to accommodate the needs of the job
- Ability to effectively manage a wide array of tasks, projects, and responsibilities

#### **Education and Experience:**

- Possess a High School Diploma Equivalent
- Have job-related experience, such as working in a non-profit organization, managing volunteer programs, leading teams and/or organizations
- Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers

#### **Skills:**

- Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage
- Record keeping skills
- Organization and planning skills

#### **Time Commitments:**

**01-15 hours per week.** Hours are generally Monday through Friday, between 9am and 5pm  
Must be available for special events and trainings (some weekends)  
Must attend meetings of the Volunteer Coordinator with other NR staff members