

HERITAGE CONSERVANCY

Job Description

Job title:	Volunteer Coordinator
Department:	Development and Community Engagement
FLSA Status:	Non-Exempt, Part-Time
Reports to:	Associate Director of Development and Community Engagement
Direct Reports:	None
Effective Date:	01/01/12

Position Summary:

The purpose of this position is to engage volunteers for support of Heritage Conservancy's mission and to manage a program that will maximize volunteer opportunities.

Essential Functions:

Administration

- Identify volunteer opportunities, including project supervisors and time required
- Match interested volunteers with volunteer opportunities and project supervisors
- Develop and implement a volunteer recruitment strategy
- Develop an annual schedule of volunteer activities
- Manage volunteer forms and procedures
- Maintain accurate records on volunteers and their participation in programs and events
- Plan and implement annual volunteer recognition event
- Develop and execute a volunteer satisfaction/feedback process
- Create job descriptions for ongoing volunteer positions
- Develop and conduct volunteer orientation programs as needed
- Perform other essential duties as needed

Essential Skills, Requirements, Education and Experience:

- Two years college or Associate's degree in business or equivalent work experience is required.
- Computer skills are required
- Strong oral and written communications skills are required
- Public speaking and relations skills are required
- Valid driver's license

Physical Requirements and Demands:

The physical requirements and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Must be able to use computers, typewriter, calculator, audio-visual equipment, telephone and general office equipment and motor vehicle
- Must be available to attend outside meetings and events
- Must be able to work extended hours, including evening and weekend work.
- Must have own car, automobile insurance and a valid driver's license to travel to meetings, programs and project sites.
- Regular attendance
- Frequently hear and listen, speak and read
- Frequently display a general learning ability while understanding & following oral and/or written instruction
- Continuously comprehend and understand meanings of words and ideas associated with them
- Frequently use hands to handle, reach, feel and type
- Frequently walk, stand and sit
- Continuing specific vision abilities include adjusting focus, both close & distance vision, in addition to color vision
- Occasionally required to lift and/or move up to 20 pounds

This job description is intended to convey information essential to understanding the scope of this position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position.