



Volunteer Coordinator

The Douglas-Hart Foundation (DHF) is a 501 (c) 3 non-profit organization and receives no tax support. The Foundation manages three properties in Coles County, IL: Douglas-Hart Nature Center, Friendship Garden, and The Whiteside Garden. Our mission is “Through the responsible stewardship of Helen Douglas-Hart's gifts, the Douglas-Hart Foundation will be a leader in promoting the appreciation, enjoyment, and conservation of our natural resources by providing quality resources for all ages.” The (DHF) is currently seeking a part-time **Volunteer Coordinator** to help fulfill its mission in east central Illinois.

Job Description:

The DHF Volunteer Coordinator carries out core leadership responsibilities by enhancing community engagement through volunteer opportunities. The primary responsibility is managing a robust volunteer program, which includes, recruiting, training, scheduling, and supervising volunteers within the organization. This position also supports community engagement relationships and tasks related to the administrative and daily operations of the organization's activities.

VOLUNTEER PROGRAM

- Develop, promote, facilitate, and document volunteer programs, roles, and events
- Recruit, screen, and volunteers
- Schedule, coordinate, and supervise (or assign) volunteers in coordination with other staff
- Plan, schedule, lead, and supervise diverse volunteer programs, including, but not limited to: volunteer roles, teen summer internships, events/festivals, public volunteer programs, etc.
- Coordinate, schedule, and lead volunteer group days with community partners, schools, etc.
- Update training documents for volunteer positions and programs
- Keep new and existing volunteers informed about other roles and volunteer opportunities
- Create a welcoming and inclusive environment for volunteers
- Set up, tear down, and organize volunteer materials, refreshment station, and supplies
- Manage the volunteer appreciation and incentive program (birthday cards, dinner, awards, etc.)
- Attend/present at community events, expos, meetings, and networking opportunities
- Monitor and evaluate the efficiency and effectiveness of the volunteer program

OPERATIONS

- Assist with daily operations, including but not limited to clerical and correspondence duties, opening and closing of facilities, gift shop, program registrations, general housekeeping, etc.
- Attend staff and committee meetings
- Assist all Foundation activities including fundraising, membership engagement, special events, festivals, education programs, conservation projects, or similar events

ADMINISTRATION

- Design and assist with marketing (website, printed materials, e-newsletter, social media, etc.)
- Create marketing strategies to recruit volunteers through various platforms
- Correspond efficiently and timely with volunteers via email, phone, texting, etc.
- Maintain files, records, applications, and other volunteer program data
- Research and implement policies and best practices related to volunteer programs

SKILL & ABILITIES:

- Strong commitment and interest in nature, conservation, and environmental education that aligns with the DHF's philosophy and mission
- Efficient in planning, project management, time management, and organization skills
- Comfortable operating a computer and other related technology
- Ability to work independently with minimal supervision
- Excellent communication and interpersonal skills, with the ability to build positive relationships with diverse individuals
- Be comfortable in a variety of work environments such as: being outside in all types of weather, standing/sitting for long periods, lifting objects, bending/stooping, and traversing uneven terrain

The physical demands described are required to perform the essential duties of the job, but reasonable accommodations can be made to enable people with disabilities to perform the essential duties.

QUALIFICATIONS:

- At least eighteen years of age
- Have a high school diploma, GED, or equivalent
- Attending or attended college for education, recreation, environmental science, zoology, biology, non-profit, or other related fields preferred OR relative job experience, such as non-profit experience, management, civic engagement, volunteerism, or similar
- Have reliable transportation (valid Driver's License preferred)
- Willingness to work a flexible schedule that will include some weekends and evenings

BENEFITS:

- Pay range is \$15-\$17
- Paid professional development including the East Central Volunteer Conference
- 3% matching 401K after the enrollment period
- Spend quality time outdoors (positive mental, emotional, and physical health benefits)
- Experience the satisfaction of connecting individuals of all ages to the natural world
- 10 paid holidays
- 5+ Paid Time Off Days (increases with tenure)

This job description is not intended to be all-inclusive, and the employee will also perform other reasonably related duties as assigned by the Executive Director. This position is subject to change as the future needs of the Douglas-Hart Foundation require. This is a year-round, part-time position. Please send a resume to dhfoundation@dhnature.org. Resumes are encouraged by May 31, 2024, but the position is open until filled. No phone calls, please.

The Douglas-Hart Foundation is an equal opportunity employer. We are committed to a work environment that supports, inspires, and respects all individuals and in which employment is based on qualifications, merit, and business needs and applied without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity, marital status, age, disability, family, national origin, military service, or citizenship.