



Volunteer Coordinator Job Description

Category: Part Time

FLSA Status: Non-exempt

Pay Type: Hourly – avg. 20 hours per week

Pay Range: \$16.00 to \$18.00/hour

Schedule: Varied schedule depending on time of year, generally regular business hours plus some nights and weekends

Description:

The Volunteer Coordinator supports the Castle mission with the goal of providing a variety of community engagement opportunities through the development of a robust volunteer program. A key deliverable of this position will be the recruitment and placement of a diverse group of volunteers to support of all aspects of the work happening at CPS. The volunteer coordinator is also responsible for ongoing tracking of volunteer participation and organizing volunteer recognition opportunities.

Qualifications:

Excellent organizational, interpersonal, and communication skills (written and verbal) are required for this position. Strong presentation and public speaking skills are needed in addition to the ability and willingness to publicly share opportunities at the Castle with passion and vigor. The ability to work independently and as part of a diverse team are also important. Computer and Internet literacy, including Microsoft Office programs is required. Experience working as a volunteer in a nonprofit or museum setting is also a plus. Previous experience managing volunteer team members is highly recommended.

Essential Duties and Responsibilities include but are not limited to:

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization:
 - Work with other members of the team to identify needs for volunteer assistance
 - Maintain job descriptions for all volunteer assignments
 - Conduct or arrange volunteer orientation and training
 - Schedule all volunteer activity in conjunction with identified operational and programmatic needs
- Develop and manage volunteer policies, procedures, and standards
 - Maintain accurate records and provide timely statistical and other reports on volunteer participation in database
 - Update Volunteer Handbook
- Recruit, interview, and place volunteers
 - Actively work with social clubs, schools, professional associations, etc. to promote the benefits and opportunities for volunteer service at the Castle – travel locally in support of recruitment efforts
- Provide ongoing support for volunteers
 - Organize and participate in volunteer recognition opportunities, including formal thank you events, informal recognition conversations, and ongoing reward and recognition programs
 - Act as the primary point of contact for volunteer communications and distribute relevant information to volunteers on a regular basis
- Other duties as assigned by the Director of Education & Partnerships.

To Apply:

Interested applicants should submit a resume and cover letter via email or standard mail to:

debby@castleintheclouds.org

or

Attn: Director of Education & Partnerships
PO Box 687
Moultonborough, NH 03254