



## Position Description

<b>Title:</b>	Volunteer Coordinator
<b>Reports to:</b>	Director of Development
<b>Status:</b>	Part-Time, Non-Exempt
<b>Hours:</b>	20 hours per Week
<b>Salary Range:</b>	\$18.00 - \$20.00 per hour

### Position Summary

**Join a team that values the diverse talents and ideas of each staff member at Green Bay Botanical Garden.** The Volunteer Coordinator is an integral part of the Garden's team and is responsible for the coordination and oversight of all aspects of the Garden's volunteer program. This dynamic position requires strong organizational and communication skills, ability to multi-task, meeting deadlines and utilize creativity, strategy, leadership and teamwork to manage and grow the Garden's Volunteer Program. This position promotes and enhances the Garden's existing strong volunteer program by the ability to research, develop and apply strategies to actively recruit, retain and recognize volunteers for all Garden events and programming needs. Building and promoting positive and lasting relationships with volunteers is a critical component of the position with key focus on volunteer retention and recognition

### Core Competencies & Essential Functions

1. Passion and commitment to Green Bay Botanical Gardens, mission, vision and values.
2. Recruit and retain volunteers through outreach to and engagement with current Corporate Partners, Garden members, local companies and groups, i.e., NWTC, garden clubs and other non-profits. Timely respond to all volunteer program inquiries with appropriate follow up.
3. Manage and maintain VolunteerHub, the Garden's volunteer management system used for online applications, listing open opportunities, volunteer sign-up/check-in and reporting. Monitor incoming volunteer applications, screen and perform basic background checks and interview individuals as appropriate.
4. Maintain integration accuracy of VolunteerHub data to Altru database. Manually post non-integrated hours as needed.
5. Plan and implement various forms of volunteer recognition and volunteer events, including annual Fall Volunteer Appreciation Event, Spring Season Kick-off and seasonal Weed N Feeds.
6. Manage the Volunteer Recognition Program, providing annual benefits as appropriate and directing the nominations for and presentation of all annual awards.
7. As an affiliate partner of the Volunteer Center of Brown County, maintain the Garden's Get Connected site on the Center's platform, utilize their recruitment channels and participate in collaborative events. Engage in other local and national network and

training opportunities through Bay Area Managers of Volunteer Services, Wisconsin Volunteer Coordinators Association, American Public Gardens Association and various organizational webinars.

8. Provide Marketing and Communications with all written content related to volunteer recognition and opportunities for newsletters, e-News and social media.
9. Present volunteer program overviews to the Board as requested.
10. Develop and maintain Volunteer budget.
11. Perform other duties as assigned.

## **Qualifications, Skills, & Physical Requirements**

- Passion and commitment to Green Bay Botanical Garden's mission, vision and values.
- Bachelor's or Associate degree preferred with two to three years management experience, prior Volunteer Management experience a plus or equivalent combination of education and experience.
- Must be able to work in a fast-paced environment with ability to multi-task, be project focused and meet project deadlines.
- Excellent written and verbal communications skills with a sincere desire to serve the public
- Superior interpersonal and relationship building skills.
- Demonstrated ability to work collaboratively across departments.
- Highly proficient in Microsoft Office, Teams and/or other databased programs; VolunteerHub knowledge a plus.
- Demonstrated ability to monitor and track expenditures against a budget.
- Must be flexible in working hours and environment, as some events are held outdoors, and evening and weekends are required on occasion.
- While position is generally a desk job, there are occasions when standing for up to 4 hours is necessary, and some lifting and hauling of materials up to 20 pounds is required.
- Experience working within a non-profit environment and/or using community resources is a plus.
- Gardening knowledge a plus.
- Dependable, reliable, and a team player.

## **Standard Work Perks**

Employees at Green Bay Botanical Garden can enjoy the following perks:

- Free daily admission to the Garden and for up to four guests per visit
- Free passes to ticketed events
- Discounts on ticketed events
- 15% discount at the WPS Trellis Gift Shop
- 50% off room rentals for a private event

## **Apply**

**[Complete the Employment Application](#) on our website. Submit your cover letter and resume by May 20, 2024.**

## **Equal Opportunity Employer**

Green Bay Botanical Garden provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Our employees love to perform their work in a team environment that includes our volunteers. We value our connection to the greater northeast Wisconsin Community. We care about and value the diverse talents and ideas each employee brings to Green Bay Botanical Garden.

**Our Mission**

Green Bay Botanical Garden connects people with plants by providing year-round educational and recreational experiences for everyone in an environment that engages, inspires and refreshes.