



**Schlitz Audubon**  
Nature Center

## **VOLUNTEER COORDINATOR**

### **OVERVIEW**

Volunteers are a vital part of the Schlitz Audubon Nature Center team. Each year, nearly 800 individuals contribute thousands of hours improving habitats, assisting visitors, aiding in educational programs, and more. The Volunteer Coordinator is responsible for supervision of the Center's volunteer program and will serve as the key person on the frontline of visitor relations. This role includes the recruiting, orientation, placement and training of volunteer prospects; the planning, scheduling and implementation of work teams; and the recognition and celebration of volunteer efforts. The Volunteer Coordinator works with the Development, Education, Land Stewardship, and Marketing teams to ensure the volunteer corps meets the strategic needs of the Center. The Volunteer Coordinator's work schedule will require flexibility and will include occasional evening and weekend hours during special events. The Volunteer Coordinator reports to the Director of Development.

### **ESSENTIAL FUNCTIONS**

- Manage the organization, activities, evaluation, and recognition of Schlitz Audubon volunteers
- Actively recruit and grow the volunteer base to meet the Center's needs in key areas and develop new ways to increase retention
- Develop and customize volunteer programs, communications, and cultivation for specific volunteer constituents, e.g., corporate groups, retirees, high-school groups and college students
- Interview prospects to determine their skills/needs and match to those requested by staff
- Ensure appropriate staff supervision for volunteers
- Coordinate volunteer trainings or workshops for skill development as needed
- Maintain volunteer records for internal and external reporting
- Organize volunteer support for all special events, including fundraising events
- Orient new volunteers on Schlitz Audubon's mission and customer service focus
- Work with Marketing team to prepare volunteer communications
- Perform other assignments as needed

### **QUALIFICATIONS AND EXPERIENCE**

The successful candidate possesses 2-3 years of demonstrated experience in membership organization and has excellent customer service skills. Position requires good written and verbal communications skills. Must be proficient with Microsoft Office suite and comfortable with data

collection and scheduling technologies such as Survey123 and Sign-Up Genius. Must demonstrate ability to work well within a team environment and feel comfortable managing multiple tasks simultaneously.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to perform tasks requiring physical exertion, outdoors, in all weather conditions and on difficult terrain.
- Periods of sitting at a desk and working on a computer, up to 2 hours at a time
- Regularly required to stoop and bend
- Occasionally required to reach above the shoulders
- Must have the ability to lift and/or move up to 35 pounds on occasion
- Must have the ability to speak and hear
- Specific vision abilities required by this job include close vision and color vision

### **DETAILS**

This is a full-time, non-exempt position at 32 hours / week, eligible for health, retirement, and other benefits.

### **TO APPLY**

Send cover letter and resume to Lisa Greco in Human Resources at [lgreco@schlitzaudubon.org](mailto:lgreco@schlitzaudubon.org) with Volunteer Coordinator in the subject line.