Volunteer Coordinator

Position Description: 2023

Organization Overview:
Ruffner Mountain, Red Mountain Park, and Turkey Creek Nature Preserve are the three largest green spaces in Jefferson County. Together, they encompass over 3,000 acres of protected forests and waterways and receive more than 300,000 visitors annually. These natural areas serve a crucial role in preserving habitat for native plants and animals, fostering connections between communities and the natural world, and preserving Greater Birmingham's industrial history.

Over the past three years, leaders from each organization collaborated to establish the Jefferson County Greenways Commission (JCGC), a state agency aimed at providing permanent public financial support for the operations and maintenance of the three parks. While the day-to-day operations will be consolidated under the JCGC, the nonprofit will continue offering community support services, including conservation efforts, education programs, capital improvements, and master planning for the parks.

To fulfill the missions of the organizations, we rely on a dedicated team of volunteers to assist in essential programs such as invasive species removal, trail maintenance, habitat garden management, native plant propagation, native plant sales, outreach events, education opportunities, and other volunteer activities.

Position Summary:
The Volunteer Coordinator is pivotal in helping create, coordinate, implement, and evaluate volunteer programs at Ruffner Mountain, Turkey Creek, and Red Mountain Park. Reporting to the Director of Programs and Community Partnerships, this position will work collaboratively with both the nonprofit and JCGC teams.

The standard working hours for this position are **Tuesday through Saturday**, from 9:00 am to 5:00 pm. However, the applicant should be flexible and available to work on some Mondays, Sundays, evenings, and holidays to align with volunteer schedules and events. This role involves travel to three different locations and requires the ability to navigate large acreage sites. Spending time outdoors is an integral aspect of this position.

S/he/they will demonstrate a background of working directly with people from diverse racial, ethnic, geographic, and socioeconomic backgrounds, using a welcoming, inclusive, and accessible approach. If you are enthusiastic about connecting people with nature and promoting community involvement in conservation initiatives, we encourage you to apply for the Volunteer Coordinator position.

Responsibilities:

- Collaborate with staff and lead volunteers to strengthen existing programs and develop new and engaging volunteer opportunities tied to strategic goals.
- Engage with surrounding communities and partner organizations to recruit, onboard, and schedule volunteers. Identify key demographics, understand the motivations of potential volunteers, and tailor recruitment strategies accordingly.
- Effectively communicate with volunteers about activities and offerings through digital newsletters or other communication tools.
- Support volunteers and staff members during scheduled workdays, including preparing supplies, tracking attendance, and helping guide activities.
- Continuously maintain a comprehensive volunteer database.
- Work closely with the Director of Programs and Community Partnerships to evaluate volunteer programs, collecting both qualitative and quantitative data to measure impact. Effectively tell the stories of volunteers and their impact on reporting and for other external communication purposes.
VOLUNTEER COORDINATOR
Position Description: 2023

● Develop plans to retain volunteers over an extended period, recognizing their ongoing contributions and fostering a sense of loyalty and commitment. Coordinate volunteer recognition activities, special events, and enrichment opportunities.
● Represent the organization at outreach events, meetings, and conferences.
● Assist with other programs and projects of the organization as needed.

Essential Skills and Qualifications:
● Relationship Building: Volunteer programs are geared towards engaging our surrounding communities. Programs aim to promote physical and mental well-being as well as environmental stewardship. Fostering relationships, understanding local needs, and motivating volunteers are essential skills for the position.
● Communication Skills: Strong communication skills are essential for effectively interacting with volunteers, staff, and the community. Being a team player and fostering collaborative relationships with all parties is crucial.
● Promoting DEI: A commitment to promoting diversity, equity, and inclusion within the organization is crucial. The ability to work effectively with diverse groups of staff and volunteers is important.
● Organization and Planning: Strong organizational and planning skills are required for scheduling, resource management, evaluation, and program logistics. Effective coordination of volunteer activities is of high importance.
● Data Management: Proficiency in maintaining volunteer records, tracking hours, and documenting stewardship potential is necessary.
● Problem-solving: Demonstrates the capability to navigate and resolve challenges that may arise within volunteer and staff dynamics. Ensuring a positive volunteer and staff experience is essential.

Extraordinary Skills (not required):
● Proficient Computer Knowledge: Proficiency in using computer programs such as Excel, Google Suites, and experience with volunteer management software is a plus.
● Environmental Expertise: Knowledge of Alabama's native flora and fauna and experience in invasive species removal.
● Event Coordination: Experience in event coordination will be advantageous for managing volunteer-related events and activities.

Hourly Full-time position: 40 hours per week
● Range: $45,000 - $55,000
● Paid Holidays, Paid Time Off - starting at 18 days a year
● Applicants subject to a Background Check, Driving Record Check, and Drug Screening
● Health/Dental Coverage (100% of individual premiums paid by Ruffner Mountain)
● Life Insurance/AD&D (100% of premiums paid by Ruffner Mountain)
● IRA with employer matching 3% after one year of employment

Ruffner Mountain 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. Visit https://ruffnermountain.org/about to read our full Inclusion, Diversity, Equity, Accessibility (IDEA) Statement.