# Job Description

<table>
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<th><strong>Position Title:</strong></th>
<th>Volunteer Coordinator</th>
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## Position Purpose

Responsible for recruiting, training, schedule and retaining a volunteer core to support all Misty Meadows operations.

## Organizational Relationships:

- Reports to Head Instructor

## Resources Allocated:

- Part-Time, 20 hours per week. Salary commensurate with experience.

## Primary Duties:

- Recruit and Train volunteers to support horsemanship programs as well as horse care and events
- Schedule and conduct volunteer trainings in accordance with Misty Meadows Standards
- Ensure day to day program needs are met, manage substitute volunteer needs
- Develop and execute volunteer retention activities
- Maintain records in accordance Misty Meadows standards

## Training & Education Preferred:

- Bachelor’s degree in related field or relevant work experience

## Prior Experience Preferred

- Experience in volunteer coordination and training
- Basic knowledge of horsemanship and familiarity with equine activities

## Competency

- Team player
- Effective verbal and written communication skills
- Proficiency with technology
- Knowledge of the Misty Meadows’s mission, and passionate belief in its goals.