## Job Description

**Position Title:** Volunteer Coordinator

### Position Purpose
Respnsible for recruiting, training, schedule and retaining a volunteer core to support all Misty Meadows operations.

### Organizational Relationships:
- Reports to Program Manager

### Resources Allocated:
- part time

### Primary Duties:
- Recruit and Train volunteers to support the therapeutic and recreation programs as well as horse care and events.
- Schedule and conduct volunteer trainings in accordance with PATH International Standards.
- Ensure day to day program needs are met, manage substitute volunteer needs.
- Develop and execute volunteer retention activities
- Maintain records in accordance with PATH International Standards
- Teach lessons as assigned.

### Training & Education Preferred:
- PATH Intl Certified Instructor and/or MA Licensed Riding Instructor
- Bachelor’s degree in related field

### Prior Experience Preferred
- Experience providing riding lessons, horsemanship skills
- Minimum 2 years experience in volunteer coordination

### Competency
- Team player
- Effective verbal and written communication skills
- Proficiency with MS Word/Excel
- Knowledge of the Misty Meadows’s mission, and passionate belief in its goals.