

Volunteer Coordinator

Audubon Society of Northern Virginia
11100 Wildlife Center Dr., Reston, VA 20190

Job Type

Nature of position: Part time, temporary (one-year, renewable for one additional year)

Pay rate and hours: \$18 per hour, 15 hours per week.

Work arrangements: Some remote, some at volunteer events, flexible schedule, will include some evenings and weekends.

Reports to: President of the Board of Directors.

About the Organization

Audubon Society of Northern Virginia (ASNV) is a chapter of National Audubon Society. Our mission is to engage all Northern Virginia communities in enjoying, conserving, and restoring nature for the benefit of birds, other wildlife, and people. We advance our mission through educational programs, citizen science, and advocacy initiatives. We envision a world where people, wildlife, and their habitats thrive.

Description

The Volunteer Coordinator will play a critical role assisting with planning, recruiting, and implementing various volunteer programs and projects for ASNV.

This position is also an opportunity to learn more about birds and wildlife, connect with other people who share a passion for nature, and utilize a range of skills to make an impact in our community.

Roles and Responsibilities:

- Develop, manage, and refine a volunteer management process that runs from identifying volunteer needs, through recruitment/training, through engagement/communications, to awards/recognition.
- Manage volunteer management software, the volunteer calendar, and add new volunteer information to a database. Keep track of volunteer assignments and attendance.
- Work with Board members and partners (e.g., libraries, parks) on developing volunteer opportunities and events.
- Serve as a point of contact for volunteers. Communicate with interested volunteers, collect information about their interests and abilities, and match them with opportunities that best utilize their skills. Send reminders to volunteers in advance of events. Check in with volunteers regularly, relay any concerns to Board leadership.
- Organize volunteer orientations and training, both online and in-person.
- Attend program meetings and support other ASNV Committee chairs/coordinators doing programs and field trips.
- Support outreach events as needed.
- Develop, collect, and report on volunteer metrics.
- Other duties as assigned.

Requirements:

- Experience managing people or volunteers (1 year+).
- Strong organizational and time management skills and attention to detail.
- Familiarity with and support for principles of diversity, equity, and inclusion.

- Warm and welcoming demeanor aligned with a customer-service orientation and excellent interpersonal, verbal and written communication skills.
- Ability to think creatively, take initiative, and work as part of a team and across multiple Board Committees.
- Proficiency with Microsoft Office Suite, as well as gmail, google calendar, gdrive, Zoom, and a willingness to learn about other programs or databases as needed.
- Be at least 18 years of age.
- High school diploma/GED.
- U.S. Citizenship or eligibility to work in the U.S.
- Willingness to work some Saturdays, Sundays, and/or evenings.
- Available on Saturday, Feb 18 for a pre-scheduled volunteer training.
- Reliable transportation (Transportation to volunteer event sites other than the main office will be reimbursed).

Preferred but not required:

- Personal interest in birds, bird watching, and/or nature conservation.
- Higher Education in a related field.
- Experience with engaging volunteers in environmental events, and/or fundraising.
- Experience working in a culture of public service and/or philanthropy.
- Bilingual ability in Spanish and English.
- Social media experience.

For questions, please email Stacey Remick-Simkins, chair of the Community Engagement Committee at sremicks@gmail.com. To apply, please email a cover letter and resume to info@audubonva.org by January 9, 2023.