Santa Fe Botanical Garden

Job Description

Job Title: Volunteer Coordinator

FLSA Classification: Non-exempt

Pay Rate: $20,000-$25,000/year depending on qualifications

Part Time: 20hr/wk

Full Time: 

Supervision Received: Works under the supervision of Director of Education and Interpretation.

Supervision Exercised: Provides general supervision to volunteers

Job Summary: The Santa Fe Botanical Garden is seeking a part-time volunteer coordinator to manage, grow and develop the volunteer program. The Volunteer Coordinator will support the mission of the Botanical Garden through development and implementation of recruitment and training programs, coordination of volunteer scheduling, and organization of volunteer enrichment, events and recognition. The Volunteer Coordinator is also responsible for providing administrative support for the Volunteer Program, which includes email and phone communication and database management.

Essential Responsibilities:

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization.
- Ensure volunteers are staffed to support the various areas of operations including but not limited to; visitor service center, education programming, special events, development, marketing/communications, horticultural activities, and plant collections database.
- Communicate with staff about volunteers needs, the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future volunteer needs to support all program operations.
- Conduct and arrange monthly for new volunteer orientations to train new volunteers.
- Manage scheduling database and schedule of opportunities for volunteer activity.
- Organize and participate in volunteer recognition programs and community volunteer activities.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation.
- Provide ongoing support, training and guidance for volunteers.
- Confer with volunteers to resolve grievances, promote cooperation, and maintain a positive experience while volunteering with the Botanical Garden.
- Create and distribute monthly volunteer newsletter along with various communications and publications to volunteers.
- Participate in community outreach opportunities such as fairs, festivals, local markets and outside organization’s activities.
- Serve as the liaison between volunteers and staff.

Additional Responsibilities:

- Excellent organizational skills, computer skills, including but not limited to database management, MS Office, and general computer knowledge.
• May be required to assist cashiers in Visitor Center on occasion.
• Must be flexible in working hours and environment.
• May be required to maintain neatness in the Visitor Center so as and keep areas free of debris.
• Additional responsibilities as assigned by the Director of Education and Interpretation.

Competencies:

• Proven strong people skills including ability to maintain a positive environment, ability to effectively manage conflict, and ability to work cooperatively with different types of personalities.
• Excellent positive attitude, ability to work independently, communicate effectively and respond to feedback from supervisory staff.
• Must be able to troubleshoot in a fast-paced environment, the ability to multi-task, be project focused and meet project deadlines.
• Superior interpersonal and relationship building skills with the ability to communicate tactfully and effectively.
• The ideal candidate should have experience interacting with volunteers and visitors, with the ability to work with varying personalities.
• Ability to work collaboratively across departments.

Education Requirement: Bachelor’s degree in environmental science, sustainability, education or related field or equivalent experience in relevant field.

Experience Requirement:

• A minimum of two (2) years of experience and/or training in volunteer management, event planning/coordination, program administration, or a closely related field.
• Experience in managing a volunteer database in Altru, Volgistics or other compatible system desired.
• Three to five years of team leadership.

Knowledge, Skills, and Abilities:

• Working knowledge of computers and related software programs such as Microsoft Word, Excel, Outlook, and PowerPoint.
• Knowledge of horticulture and botany desired.
• Strong public relation skills.
• Strong written and oral communication skills.
• Team-oriented, works effectively with others.
• Willingness to follow instructions.
• Ability to take initiative in their duties.
• Must be able to manage their time effectively.

Special Requirements:

• Valid New Mexico Driver’s license
• Will be required to work weekends or evening hours and occasionally on holidays

Physical Requirements:

• Some lifting and hauling of materials up to 50 pounds
• Ability to walk on uneven ground
• Ability to go up and down stairs
• Willing to work outside year-round in varying weather

Working Environment:

• May spend long hours indoors, sitting, and using office equipment/computers.
• May also work outdoors in hot, cold, windy, dusty and wet weather conditions.
• May frequently be required to stand/walk for three (3) or more hours.

Equal Employment Opportunity:
The Garden is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

Americans With Disabilities Act:

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

To Apply:

Please send your resume and cover letter as attachments via email to hr@santafebotanicalgarden.org and include “Volunteer Coordinator” in the email subject line.

Applications will be reviewed immediately until the position is filled.

The Santa Fe Botanical Garden celebrates, cultivates and conserves the rich botanical heritage and biodiversity of our region. In partnership with nature, we demonstrate our commitment through education, community service, presentation of the arts, and the sustainable management of our public garden.

For more information, visit us online at santafebotanicalgarden.org.