



POSITION DESCRIPTION

VOLUNTEER & OUTREACH PROGRAM SPECIALIST

Job Title:	Volunteer & Outreach Program Specialist
Status:	Regular, exempt, full-time
Supervisor (position):	Volunteer & Outreach Program Manager
Salary:	\$33,000 - \$37,000
Benefits eligibility:	Eligible for full benefits
Hours:	Standard work week (M-F) with occasional weekends; fairly flexible; establishes schedule and makes changes known

Qualifications

Strong job candidates will have a solid combination of the following attributes:

- Experienced with volunteer recruitment, placement, recognition and retention efforts
- Experienced in supervising others and working with a wide range of volunteers
- Strong written communication skills with ability to effectively combine professional, personal and persuasive styles
- Enjoys speaking with others on the phone and in person and is comfortable doing so at public events and in large groups
- Highly detail-oriented and consistent with an ability to keep close track of project timelines
- Excellent time management skills with the ability to be self-motivated and remain focused in a busy, fast-paced work environment
- Skilled in collaboration and experienced with a team-based work approach
- Fluent in a wide variety of technology solutions: Gmail, Microsoft Office, Salesforce, Wordpress, Google Docs/Forms, Adobe Creative Suite
- Knowledge of trees and gardening (useful, but not required)
- Mindful of the importance of community-building and making connections to achieve organization's mission
- Positive, flexible attitude and good sense of humor
- Desire to work in an office environment
- Excellent customer service skills

Description of Duties

- Recruits, coordinates and retains volunteer base to accomplish Friends of Trees' mission
- Coordinates and attends volunteer trainings and outreach events
- Assists program staff to build capacity of existing programs through effective volunteer recruitment and management

Volunteer Projects

- Recruits & schedules individuals and groups of volunteers to participate in Friends of Trees events
- Recruits & schedules individuals for key volunteer positions in the organization
- Recruits, schedules and supervises individuals and groups of volunteers to assist staff with office-based tasks
- Promptly responds and follows-up with individuals and groups interested in volunteering
- Works closely with program staff to ensure adequate volunteers for trainings and planting events
- Updates Salesforce database to produce complete and accurate information in response to queries

- Coordinates and implements volunteer recognition efforts (annual picnics, award celebrations, happy hours, etc.)
- Assists in record keeping of volunteer numbers and hours to produce totals in a variety of ways (by individual, by project, by program, cumulative over time, etc.)
- Helps organize and produce trainings for key volunteer positions for program staff
- Ensures accurate and timely entry of volunteer waiver form information into Salesforce database
- Assists in maintenance of online volunteer/outreach events calendars and forms
- Recruits and supervises interns, as needed

Outreach Projects

- Schedules, coordinates and attends outreach events to support volunteer recruitment and enrollment of tree purchasers
- Maintains calendar of outreach events for entire office
- Gives presentations to community groups as part of recruitment efforts
- Recruits and trains volunteers who assist with outreach events
- Contributes frequently to Friends of Trees blog for volunteer recruitment and event promotion

Administration

- Continual refinement of the Volunteer & Outreach Program's efforts, efficiency and effectiveness to increase capacity for program staff and to maintain a high level of volunteer satisfaction
- Participates in efforts to promote diversity and inclusiveness among all facets of the organization

General Tasks

- Attends staff meetings and retreats; assists with status reports for volunteer program
- Submits accurate record of time and expenses to office manager at end of each month
- Helps keep office workspace, tools, lots and work vehicles in good condition
- Participates in fundraising for Friends of Trees general funds (phone banks, special events, etc.)
- Other duties as assigned

How to Apply

- Position open until Wednesday, August 24, 2011
- Candidates should submit a cover letter, resume, brief writing sample and a list of references as a Microsoft Word or .pdf file attachment
- Send to Andy Meeks, Volunteer & Outreach Manager, at AndyM@FriendsofTrees.org
- No phone calls, please