

Volunteer Position Title: *Internal Volunteer Coordinator*

Purpose: To be the primary liaison for volunteers within your organization – this includes working with all types of volunteers: administrative, monitoring, committee members, clean-up projects, etc. You will work closely with the Land and Water Partnership Volunteer Program Manager (VPM), a paid staff person who supports volunteer programs in land trust and watershed councils throughout the state. The VPM will focus on central tracking and recognizing of volunteers throughout the Partnership. While as internal volunteer coordinator, you will focus on communicating with volunteers on your specific projects within the organization.

Responsibilities:

- Be the internal point of contact and liaison for your organization's volunteer questions and concerns
- Plan and lead occasional orientation and project specific trainings for volunteers
- Work with the Volunteer Program Manager to evaluate how your organization can better utilize volunteers and create job descriptions to define these roles
- Assist in the tracking and recognition of volunteer contributions
- Assist staff and other volunteers in coordinating occasional clean up or other group volunteer projects
- Participate in general program evaluation
- Report to the Volunteer Program Manager via phone, email, or in person on a monthly basis to update on program status, successes, and issues

Qualifications:

- Will have been a board member or volunteer with the organization for at least a year and have a working knowledge of the group's mission and programs
- Good communication and organizational skills
- The initiative and flexibility to work independently

Time Commitment: The majority of responsibilities can be completed as is convenient with your schedule, but expect to dedicate 10 hours a month to the position

Training: An initial two-hour training with the Volunteer Program Manager covering volunteer management practices and specific program goals is required. This training can be done one-on-one at your convenience or at one of several group trainings with other volunteer coordinators that will be offered regionally. Additional guidance and training will be available from the Volunteer Program Manager throughout your service.

Supervision: Due to the independent nature of the projects, supervision will mainly be off site once the volunteer is comfortable with the project, but the Volunteer Program Manager and staff will be available via phone and email to answer questions.

Benefits: With more volunteers being effectively engaged, managed, and recognized, your organization will be able to accomplish more work to carry out your mission. You will receive the satisfaction of positively impacting both the capacity of your organization and the natural environment of your community.