



## **GPCA POSITION DESCRIPTION**

**Title:** Volunteer Program Coordinator  
**Grade:** Part-time, non-exempt  
**Department:** Programs and Interpretation  
**Reports to:** Adult Experiential Learning Manager  
**Hourly wage:** \$18.25/hour

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### **Background:**

The Garfield Park Conservatory Alliance (the Alliance) was formed in 1995 and incorporated in 1998 as a private, non-profit organization committed to the restoration and revitalization of the Garfield Park Conservatory. While the Conservatory is owned and operated by the Chicago Park District, the Alliance is responsible for developing and funding quality education programs and events, promoting community engagement and enhancing visitor services. In its 20+ years, the Alliance has facilitated exponential growth at the Conservatory, offering 450 public programs annually and welcoming over 260,000 visitors in 2019 - including 20,000 school children.

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### **Summary**

The Volunteer Program Coordinator position oversees the recruitment, scheduling and development of the various volunteer programs. GPC's volunteer program has focus on hands-on, educational volunteer shifts for adults. Volunteer programs include: plant propagation, beekeeping, gardening, GPC guides, special events and composting. The Volunteer Program Coordinator is the main contact for all volunteer opportunities at Garfield Park Conservatory and works directly with Chicago Park District and Garfield Park Conservatory Alliance staff.

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### **Schedule and Position Responsibilities:**

- Part-time, 20 hours a week with a Tuesday - Saturday schedule.
- Work with Garfield Park Conservatory Alliance and Chicago Park District staff to identify volunteer needs that support organizational goals.
- Facilitate volunteer recruitment, including monthly volunteer orientations, and screen, select and place volunteers; oversee and maintain all volunteer paperwork and scheduling and assist co-workers with scheduling volunteers for specific areas.
- Facilitate group volunteer projects including recruitment, planning and coordinating details with staff; assist with leading if working with a GPCA staff member project.
- Creating and upholding a welcoming environment for all volunteers and work with staff to provide accommodations for volunteers, if needed.

- Maintain consistent and professional communications with volunteers and staff, including monthly volunteer e-newsletter.
- Maintain (and improve) volunteer check-in, tracking and database systems including data entry and creating reports.
- Work to improve group volunteer opportunities and recruiting systems.
- Work with management to plan and facilitate annual volunteer appreciation event and regular appreciation activities.
- Special event and fundraiser volunteer recruitment and day of support.
- Be able to work a consistent schedule Tuesday-Saturday.
- Other duties as assigned.

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**Qualifications:**

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- Knowledge and experience working with volunteers within a garden, museum, zoo, nature center or other public facility;
- Ability to coordinate between organizations including GPCA, Chicago Park District staff and external stakeholders;
- Understanding of the expanding scope of volunteerism and the field of volunteer coordination;
- Constant Contact and/or Volgistics database management experience is a plus;
- Skill in task analysis and the ability to manage details with consistency;
- Strong interpersonal skills a must; ability to work individually or within a group also a must;
- Comfort with computers, especially Microsoft Office programs, is essential;
- Enthusiasm, positive energy and sense of humor;
- Horticulture or gardening experience a plus.

To apply, submit cover letter and resume to Mattie Wilson at [mwilson@garfieldpark.org](mailto:mwilson@garfieldpark.org) with subject line "Volunteer Program Coordinator (Your Name)" by August 9, 2021. Applications will be reviewed on a rolling basis.

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**Garfield Park Conservatory Alliance (GPCA) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind.**

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GPCA is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at GPCA are based on the organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. GPCA will not tolerate discrimination or harassment based on any of these characteristics. GPCA encourages applicants of all ages.