

GARFIELD PARK CONSERVATORY ALLIANCE

POSITION DESCRIPTION

Title: Volunteer Program Coordinator

Reports to: Adult Experiential Learning Manager

Salary: \$18.25/hour, 20-25 hours per week

Start Date: February 17, 2022

Background:

The Garfield Park Conservatory Alliance (GPCA) is a community oriented non-profit organization involved in a unique partnership with the Chicago Park District and its historic plant conservatory. The Department of Programs and Interpretation supports the mission of the Garfield Park Conservatory Alliance by changing lives through the power of nature, and is dedicated to developing, implementing, and facilitating a heightened interest and deeper understanding of the plant world, both inside and beyond the Conservatory's glass walls.

The Volunteer Program Coordinator is a part-time, 20-25 hours per week position reports to the Adult Experiential Learning Manager. Primary responsibilities include (1) scheduling and monitoring day-to-day activity of all Conservatory volunteers; (2) recruiting, screening, orienting, and placing new volunteers in meaningful positions; (3) maintaining professional communication with volunteers and staff; (4) maintaining and improving paperwork and procedures, volunteer database, and tracking systems; and (5) coordinating volunteer needs for GPCA special and corporate volunteer events.

Position Responsibilities:

- Work with Programs team 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.

- 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 including Saturdays.
- Other duties as assigned.

Qualifications:

- 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;
- Certified Interpretive Guide certification is a plus.

To apply, submit cover letter and resume with VOLUNTEER PROGRAM COORDINATOR – YOUR NAME in the subject line to Mattie Wilson at mwilson@garfieldpark.org by end of day, Wednesday, January 19, 2022.

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

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.