



## **Volunteer & Adult Programs Coordinator**

### Job Description

#### **Job Purpose**

Pittsburgh Botanic Garden is a unique cultural amenity for the city built upon 460 acres of reclaimed mine land that *Inspires People to Grow*. The Garden features inspirational displays of—gardens, horticultural and environmental education, and research into regional botanical, ecological remediation and conservation issues. The Garden is committed to taking a leadership role in the stewardship of the natural world and healthy ecosystems. As part of the Garden’s growing team, we seek an enthusiastic individual who will be responsible for oversight of the volunteer program as well as the planning and execution of adult programming.

This newly created, permanent part-time (15-20 hours/week) position reports to the Education Manager.

#### **Responsibilities**

The Volunteer and Adult Programs Coordinator is responsible for:

- Developing a vision for volunteerism in the organization
- Developing a plan for volunteer involvement in the organization
- Developing a budget to support the plan
- Developing effective volunteer management policies and procedures
- Training and managing volunteers to enhance the vision and mission of the organization, including both individual volunteers and volunteer groups
- Recruiting, screening, interviewing, on-boarding, training, evaluating, and supervising individual volunteers
- Developing and managing a procedure for tracking volunteer hours and impact
- Developing and maintaining a security screening procedure
- Working with all departments to develop volunteer roles
- Planning and conducting orientation sessions
- Planning and conducting continuing education for all volunteers
- Developing and coordinating retention and recognition programs
- Developing volunteer communication procedures
- Developing community partnerships and collaborations
- Developing a program evaluation plan to improve the volunteer program
- Developing a budget for the Adult Education program
- Recruiting community experts to serve as Adult Education instructors (volunteer or paid)
- Developing effective policies and procedures for the Adult Education program
- Developing and managing a procedure for engaging and managing Adult Education instructors
- Working with the Marketing Department to market Adult Education Programs
- Other duties as assigned

## **Experience and Qualifications**

The ideal candidate will have previous experience in volunteer management and program planning. As well have the ability to troubleshoot in a fast-paced environment, ability to communicate tactfully and effectively, and satisfactory completion of a background check.

- Bachelor's degree in relevant field
- Experience in program coordination and/or administration required
- Experience coordinating volunteers preferred
- Experience in managing a volunteer database in Blackbaud, Volgistics, or other compatible system preferred
- Must be highly organized
- Must possess strong written and oral communication skills
- Demonstrate 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 oral and written communications
- Attention to detail
- Demonstrated organizational skills and ability to work well with cross-functional teams
- Able to obtain clearances (Child Abuse Clearance; PA State Police Background Check; FBI Fingerprint Background Check)
- Creative and innovative
- Flexible and able to respond to change
- A valid PA driver's license and personal vehicle required

## **Compensation**

- Compensation commensurate with experience within the range of \$ 12-15/hour

## **Work Conditions**

- This position will include general office work, outdoor work and some community outreach.
- Accommodate a flexible work schedule that includes weekday, evening, and weekend.
- Must be able to lift & carry up to 35 pounds and traverse moderate sites

## **Equal Opportunity Employer**

Pittsburgh Botanic Garden provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Pittsburgh Botanic Garden complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

## **Submission Requirements**

Email submissions only. Please send cover letter, resume, and two references to

[resume@pittsburghbotanicgarden.org](mailto:resume@pittsburghbotanicgarden.org). Please do not include information in email text, but include important information for consideration in cover letter content.

March 29, 2017