

# Now Hiring: Volunteer Coordinator

Department: General Operations

**Schedule:** This is a part-time, year-round position that typically follows a Monday-Friday workweek (though frequent work is required on evenings and weekends).

**Anticipated start date:** May 2021

**Reports to:** Outreach & Operations Coordinator

**Compensation:** Starting wage is \$14 per hour

## Position Duties:

Chintimini Wildlife Center (CWC) seeks a Volunteer Coordinator to join our team! As CWC begins to re-open after COVID-related closures, the Volunteer Coordinator will be tasked with re-growing the volunteer program. This position is responsible for managing between 20-150 volunteers (fluctuating seasonally) across all CWC programs with the goals of (1) providing an engaging and educational experience for our volunteers and interns and (2) ensuring that CWC programs, projects, and other activities receive adequate support.

### 75% Volunteer Coordination

- Oversee the recruitment, onboarding, and ongoing training & development of volunteers
- Work in partnership with Outreach Coordinator to ensure that vacant positions are advertised and filled in a timely manner
- Attend community outreach events to promote CWC volunteer opportunities
- In partnership with program staff, provide constructive feedback to volunteers on an ongoing basis
- When necessary, follow CWC disciplinary protocol to correct volunteer behavior up to and including dismissal from volunteer program
- Ensure that CWC database holds complete and accurate information for all volunteers including contact information, emergency contact information, training progression, volunteer hours, etc.
- Organize volunteer appreciation efforts including small recognition activities (thank you notes, online shout-outs, etc.), cumulative service awards, and annual volunteer celebration events
- Help foster a positive work environment for fellow staff and volunteers

### 25% Administrative Support

- Maintain timely and professional correspondence with CWC staff and volunteers, partners, and the public via phone, email, and in-person interactions
- Attend and participate in all required staff meetings (via video conference or in-person)
- Identify, report and/or resolve facility maintenance problems in a timely manner

- Assist with administrative activities including but not limited to electronic data entry, filing and records maintenance, phone/email correspondence, and general office management
- Assist with fundraising activities including but not limited to donation processing, database management, special event planning, and fundraising appeal mailings as needed

## Required Skills & Experience:

- High School diploma or equivalent
- At least two years of experience managing staff and/or volunteers
- Previous customer service experience
- Excellent time management skills and ability to prioritize tasks
- Strong verbal & written communication skills
- Be punctual, detail-oriented, professional, and dependable
- Proficiency with Google and Microsoft products, and Zoom
- Proficiency in various tasks needed to utilize CWC database including
  - Quickly and accurately entering data
  - Creating and running reports; using report data to inform decision-making
  - Training volunteers and interns on how to enter their information and hours
- Demonstrated passion for CWC's mission
- Successful applicants will be required to pass a criminal background check including a motor vehicle registry check

## Preferred Skills & Experience:

- Bachelor's degree (or beyond)
- Knowledge of Oregon's native flora and fauna
- Familiarity or experience working in wildlife rehabilitation and/or education
- Bilingual

## Physical Requirements:

- Must be able to occasionally lift up to 50 lbs
- Must be able to stand for long periods of time

Contact Erika Seirup, Outreach & Operations Coordinator at [erika@chintiminiwildlife.org](mailto:erika@chintiminiwildlife.org) with questions.

**Applications must be submitted via our [online application form](#).** For full consideration, please submit a completed application, resume and cover letter by Sunday, April 25, 2021 at 11:59pm. This position is open until filled.