Volunteer Coordinator (Garden 2015)
Position Title: Volunteer Coordinator

Objective
The Cleveland Botanical Garden is recruiting for a creative and versatile Volunteer Coordinator who will be responsible for recruitment, selection, orientation, recognition, training and retention of its volunteer resources.

Supervisor
- Director of Human Resources
- Works with Holden Arboretum Volunteer Coordinator

Work Location
- Cleveland Botanical Garden – Cleveland, Cuyahoga, Ohio, USA
- Located in the heart of Cleveland’s cultural, health, and education district, 10 minutes east of downtown Cleveland.
- The Holden Arboretum / Cleveland Botanical Garden recently integrated, making the organization the 13th largest public garden in the U.S.

Responsibilities
- Work with department leaders and others to identify areas for volunteer involvement and develop volunteer position descriptions;
- Help develop and implement volunteer recruitment plan for identified needs, including interacting with various special interest groups and agencies to effectively recruit volunteers;
- Maintain volunteer database; analyzes recruitment and tenure reports, including demographics, attrition, etc.; create volunteer reports and queries from a wide array of segments of the database as needed and sorting volunteers based on attributes and criteria
- Help develop and implement volunteer selection process, including appropriate filing of volunteer forms, interviews, selection, screening and placement of qualified volunteers;
- Provide support and guidance to staff regarding volunteer issues; coordinate the performance review process for volunteers and provide appropriate training to volunteer supervisors on performance management.
- Help develop and implement recognition plan; including special events
- Write, edit and distribute volunteer print and e-communications;
- Work with marketing and membership department to promote volunteerism at the Botanical Garden to the public and members through print and social media and outreach activities
- Administer and maintain volunteer policies, operating procedures and practices consistent with the organization’s vision
- Facilitate new volunteer orientation program and other volunteer training, as needed

Qualifications:
- Demonstrated interpersonal skills including the ability to effectively interact with staff, volunteers, donors and the public
Highly computer literate and proficient with Word, PowerPoint and Excel; experience with constituent (volunteer/donor/customer) databases preferred with experience creating queries and reports.

Strong written and verbal communication skills, including public speaking.

Planning and organizational skills are essential, Must have ability to manage multiple priorities.

An appreciation for the Botanical Garden’s vision, place and purpose, and a love of the outdoors.

Requirements

- Bachelor’s degree and a minimum of two (2) years experience in volunteer program administration or any equivalent combination
- Must pass a criminal background check
- Acceptable driving record - 3 points or less

Dates of Position

- Must be able to work evenings and weekends as needed/scheduled.

Wages: Negotiable

Apply

Review of applications will begin immediately and continue until the position is filled.

Qualified applicants should submit a resume online: [https://home.eease.adp.com/recruit/?id=13293991](https://home.eease.adp.com/recruit/?id=13293991)

Posting Date: May 2015
Closing Date: Until filled

The Holden Arboretum/Cleveland Botanical Garden is an Equal Opportunity Employer committed to hiring a diverse and talented workforce. We seek skilled, knowledgeable and experienced individuals to join our staff and enhance our reputation as one of the country’s foremost arboreta.