

Awbury Arboretum Association Volunteer Coordinator Job Description

Job title: Volunteer Coordinator - Part-Time

Location: The Cope House, 1 Awbury Rd

Overview: Awbury Arboretum Association is seeking a **part-time Volunteer Coordinator** reporting to the Membership and Development Manager. The Volunteer Coordinator plays a critical role in overseeing the volunteer workforce at Awbury. This includes all activities from recruitment, training, and scheduling to the required administrative and record keeping responsibilities. and coordination of volunteers as well as the administrative functions. The coordinator also provides administrative support for the development program. This is a highly detail-oriented role that blends people-facing volunteer coordination with behind-the-scenes administrative and systems support.

Pay rate: \$20/hour, non-exempt

Hours: 20 hours per week

Key Responsibilities:

- **Volunteer Coordination**
 - Manage volunteer recruitment, onboarding, and orientation, including posting opportunities and coordinating orientations.
 - Schedule, communicate with, and support volunteers for programs, events, and workdays.
 - Prepare volunteer materials such as sign-in sheets, waivers, manuals, and other resources.
 - Track volunteer hours and participation and produce regular summary reports.
 - Track volunteer records and compliance documentation.
 - Provide occasional on-site support during volunteer events and workdays, including check-in and troubleshooting.

- **Development Support**
 - Maintain and update volunteer and donor databases, ensuring accurate and timely data entry.
 - Support donor database updates, including addresses and gift entry, and assist with gift acknowledgments.

Qualifications

- Strong organizational skills and attention to detail.
- Experience with databases or CRM systems; experience with Little Green Light (or similar nonprofit CRMs) strongly preferred.
- Excellent written and verbal communication skills.
- Comfort working with volunteers and community members.
- Ability to manage multiple priorities and meet deadlines.
- Proficiency with common office software (e.g., spreadsheets, documents, email).
- Prior experience in nonprofit administration, volunteer coordination, or office support is strongly preferred.

Working Conditions

- Combination of office-based and on-site work.
- Occasional evening or weekend hours required to support volunteer events or programs.

Reporting Relationship: Reports to Development and Membership Manager

To apply, please send your resume and two references to contact@awbury.org and volunteer@awbury.org