



# FREDERIK MEIJER Gardens & Sculpture Park

## JOB POSTING – VOLUNTEER COORDINATOR

**Department:** Human Resources & Volunteers

**Supervisor:** Volunteer Manager

**Pay Type:** Part-time 25-29hrs, Hourly, Non-Exempt

**Date Posted:** October 1, 2021

**Position Summary:** Provide support to the Meijer Gardens' Volunteer Program, Volunteer Manager, and volunteers.

### Essential Functions:

- Actively recruit new group and individual volunteers, with a focus on growing the diversity of the volunteer base
- Maintain a positive and approachable presence in the Volunteer Center and handle volunteer questions, comments, and complaints
- Assist with new volunteer orientations and trainings
- Collaborate with the Volunteer Manager on volunteer recognition, appreciation efforts, and events
- Help develop informational and educational communications to volunteers
- Assist with volunteer scheduling and coordination, including in-person coordination at some summer concerts
- Provide accurate and timely data entry of volunteer hours and information
- Assist with implementing technology to streamline processes and improve consistency
- Cross-train to cover Volunteer Manager tasks in their absence
- Other duties as assigned by the Volunteer Manager or Director of Human Resource Management

### Organizational Expectations:

- Embrace and adhere to Meijer Gardens' mission, brand statement, operating model, policies, procedures, and guiding principles with a strong emphasis on professional behavior and treating others with dignity and respect
- Embrace the fact we are a non-profit institution that serves the public and that you will work with a broad and diverse group of employees, volunteers, members, and guests

### Education & Qualifications Preferred:

**Education:** High school diploma or equivalent

**Experience:** At least 2 years' experience in an administrative or support role. Experience coordinating volunteers as well as time spent as a volunteer.

**Skills:** Experience utilizing and maintaining volunteer management software. Proficiency in Microsoft Office Suite and Outlook. Outstanding rapport with people and excellent writing, speaking, and listening skills. Demonstrate the ability to maintain confidentiality.

**Working Conditions:** Regular office environment; occasional assignment to off-shift or weekend duties. Requires ability to operate computer and other office equipment, plus mobility in office, grounds and exhibit areas and ability to lift up to 10 pounds frequently and up to 25 pounds occasionally. There will also be some time spent outdoors; primarily in the summer months.

Apply online at <http://www.meijergardens.org/contact/careers/> or send your cover letter and resume to [hr@meijergardens.org](mailto:hr@meijergardens.org).

**Frederik Meijer Gardens & Sculpture Park is an Equal Opportunity Employer.**

*All candidates are required to submit to our background and drug screening process.*

**Frederik Meijer Gardens & Sculpture Park promotes the enjoyment, understanding, and appreciation of gardens, sculpture, the natural environment, and the arts.**