



## Position Description

**Job Title:** Volunteer Coordinator

**Part-Time/Non-Exempt:** 20-24 hours/week

**Location:** Hybrid (Denver Audubon Office, Kingery Nature Center, partially remote)

**Reports To:** Executive Director

### About Denver Audubon

Founded in 1969, Denver Audubon is an independent chapter of the National Audubon Society. We are a conservation and education organization with the mission to inspire actions that protect birds, other wildlife, and their habitats through education, conservation, and research. We connect people to nature in our metro Denver community. Denver Audubon conducts formal and informal programs in schools, local parks, libraries, and in partnership with other organizations. We also offer field trips and adult education programs such as Beginning Birdwatching, Audubon Master Birder, and Audubon Naturalist Training. Our Conservation Committee works with the legislature and other environmental organizations on key issues affecting birds, other wildlife, and habitats. The Lois Webster Fund provides grants for non-game wildlife research and education projects.

### Position Summary

The Volunteer Coordinator plays a crucial role in recruiting, engaging, and maximizing the impact of volunteers. The goal of this position is to effectively match volunteers with appropriate roles to meet the organization's needs while enhancing volunteer satisfaction and retention. This position will carry out volunteer screening and on-boarding, as well as manage the volunteer database, scheduling platform, and assist other staff with appropriate volunteer training. The Volunteer Coordinator works closely with the Executive Director, program staff, and volunteer committee chairs to understand their volunteer needs and integrate volunteers effectively into various programs and initiatives.

### Essential Functions

The essential functions listed below are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to be completed by the position.

- **Database Management:** Maintains accurate records of volunteer information, hours worked, and contributions. Ensures accurate volunteer files and paperwork are kept current, including liability releases, emergency contact information, signed volunteer agreements, etc. Provides volunteer software training and answers questions regarding volunteer database and scheduling. Enters available volunteer shifts into scheduling systems as needed.
- **Recruitment & Relationships:** Actively seeks and recruits individuals interested in contributing their time and skills to the organization. Dedicates specific time to building relationships with Master Birder, Beginning Birder, and Community Naturalist students and graduates. Builds relationships through attending a variety of volunteer-driven committee meetings and volunteer run programs. Communicates with inactive volunteers to gauge their future volunteer interest.
- **Orientation and Training:** Schedules and facilitates efficient and engaging orientation sessions to familiarize new volunteers with the organization's mission, values, and activities. In conjunction



with office and program staff, provides additional training to ensure volunteers are equipped with the skills needed to fulfill their roles effectively. Ensures volunteers are aware of and adhere to organizational policies and procedures.

- **Scheduling and Strategic Support:** Works closely with organizational staff to understand their volunteer needs and integrate volunteers effectively into various programs and initiatives. Identifies meaningful volunteer opportunities and matches volunteers with appropriate roles based on their skills, interests, and availability. Seeks and responds to requests for group volunteer projects from corporations, community groups, scout troops, etc. Plays an active role in coordinating large service projects and community trails days in collaboration with the Community Outreach Manager.
- **Recognition and Appreciation:** Plans and coordinates an annual volunteer appreciation event. Will develop and implement recognition programs to acknowledge and appreciate volunteers for their contributions including celebrating milestones, achievements, and the impact of volunteers on the organization's mission. Will implement strategies to enhance volunteer retention and obtaining feedback on volunteer experiences.
- **Communications Support:** Send regular e-mails to volunteers announcing upcoming events and programs, fundraising opportunities, and open volunteer shifts. Works closely with the Communications & Development Coordinator to create volunteer-oriented content for the Denver Audubon website, social media accounts, and bi-weekly e-newsletter blasts. Assists with collecting photographs and stories to highlight individual contributions and group volunteer events.

### Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities, and activities may change at any time with or without notice.

### Preferred Qualifications and Prerequisites

- 3 years' demonstrated experience as a non-profit volunteer (preferably for a related organization: open spaces, state parks, national parks, environmental education, wildlife conservation, etc.)
- Previous experience managing volunteers or staff preferred but not required
- Associate degree or bachelor's Degree from an accredited college or university
- Must be proficient with Microsoft Office (Word, Excel, PowerPoint, Outlook, Office 365, etc.) with experience with CRM databases preferred
- Strong interpersonal skills, proactive in initiating conversations, forming connections, and showing genuine interest in others
- Excellent written and verbal communications skills
- Ability to self-motivate, work independently, and appropriately prioritize deadlines
- Passionate about natural science education and conservation issues affecting birds, wildlife, and habitats with interest, understanding, and commitment to Denver Audubon's mission



Must be able and willing to work a variable schedule including potential for multiple evening meetings as well as weekend field trips and classes each month. Must be willing to travel locally as the job requires.

Denver Audubon is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants based on age 40 and over, race (including traits historically associated with race, such as hair texture and length, protective hairstyles), sex, color, religion, creed, national origin, ancestry, disability, military status, sexual orientation, gender identity, genetic information, or any other status protected by applicable state or local law.

**Salary:** \$19-20 hourly

**Benefits:** Vacation and Paid Sick Leave, 9 Holidays and 5 Floating Holidays in December, 403(b) IRA or Roth IRA, Comprehensive Employee Assistance Program, Flexible Schedule

### **How to Apply**

Submit resume and letter of introduction via e-mail to: Interim Executive Director, Shelley Conger, [Shelley@denveraudubon.org](mailto:Shelley@denveraudubon.org)