

Johnny Appleseed Metropolitan Park District

Volunteer/Outreach Coordinator Position Description

(Part-Time, Hourly, Non-Exempt)

Classification

Under the direction of the Deputy Director, the primary responsibility of the Volunteer/Outreach Coordinator is the coordination of the Park District's volunteer program. A person in this position is also responsible for conducting a variety of outreach initiatives, special events and building strategic relationships in the community. The volunteer program shall reflect the Mission, Vision, and Values of the Park District while providing meaningful experiences to participants.

Essential Duties, Knowledge, and Abilities

Volunteer Coordinator Duties:

- 1) Conducts volunteer recruitment, interviewing, registration, placement, and continuing guidance.
- 2) Coordinates targeted volunteer programs, trainings, and events.
- 3) Organizes all volunteer information, data, and records.
 - a. Maintains up to date files of volunteers through the volunteer database.
 - b. Creates and completes the quarterly volunteer newsletter.
 - c. Documents volunteer hours and prepares appropriate reports.
 - d. Maintains and updates the volunteer handbook on a regular basis.
- 4) Collaborates with the Supervisor and all necessary departments for contacting, training, scheduling, and supervising volunteers to assist with programs and other tasks.
- 5) Coordinates volunteer efforts such as eagle scout projects, business workdays, community service projects, high school groups, etc.
- 6) Collaborates with the Supervisor, Naturalists, and the Natural Resources Department to supply volunteers for the Park District's environmental monitoring programs (flora, fauna, etc.).
- 7) Evaluates volunteer's talent, abilities, limitations, interests, etc.
- 8) Administers volunteer identification, recognition, correspondence, awards, etc.
- 9) Represents the Park District in the community for purposes of volunteer recruitment.
- 10) Manages Park District promotional products for community requests.
- 11) Develop strong relationships with partnering agencies, stakeholders, communities, etc.
- 12) Manages, collaborates, and implements special programs, festivals, recognitions, etc.
 - a. Including: Apple Fest, Maple Fest, Amphitheater Programs, Meet the W.I.L.D., etc.

General Duties:

- 1) Represents and promotes positive image of the Park District and the Park District mission in the community, when engaging with volunteers and the public and when responding to news media.
- 2) Prepares and submits work schedules, assignments, and reports to the Supervisor.
- 3) Provides care and general maintenance of equipment, vehicles, office space and supplies.
- 4) Understands and follows the Park District Mission, Vision, Values, Virtues and the employee guide.
- 5) Other tasks and duties as assigned by the Supervisor.



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Minimum Qualifications

Any combination of training / experience that provides the required knowledge, skills, and abilities is qualifying.

Minimum of a high school diploma (secondary education is desirable). Advanced degrees are a plus. Equivalent training/education/experience will be considered.

A valid driver's license with the ability to be insured within the Park District's current insurer.

Preferred Qualifications

- 1) Excellent interpersonal skills and the ability to communicate, collaborate, build and maintain effective relationships with volunteers, co-workers, partners, and the public.
- 2) Excellent organizational and communication (oral, written, visual) skills.
- 3) Ability to work flexible hours, including weekends and evenings, as required.
- 4) Ability to effectively plan programs and events assuring all necessary conditions are met, including promotion, personnel, volunteers, equipment, sites, supplies, etc.
- 5) Computer skills, including proficiency in Excel, Word, and other Microsoft Office applications.
- 6) Ability to communicate effectively with tact, courtesy, confidentiality, and diplomacy.
- 7) Ability to gather, sort, collate, organize, assemble, and report data.
- 8) Ability to effectively manage multiple projects, meeting deadlines and evaluating workload.

Special Requirements

- 1) May be required to supervise other personnel/volunteers.
- 2) While performing the duties of this position, the employee is required work at the computer for extended periods, work outside, and lift at least 25lb.
- 3) Vacation time shall be scheduled so as not to interfere with special events, additional responsibilities, etc.



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