

Volunteer & Events Coordinator

Friends of Boone County Arboretum

FLSA Classification: Non-exempt

Pay Rate: \$20,000-\$25,000/year depending on qualifications

Part Time: 24 hr/wk

Job Summary:

The Friends of Boone County Arboretum is seeking a part-time Volunteer & Events Coordinator to manage, grow, and develop the volunteer program and coordinate events supporting the organization's mission. The Volunteer & Events Coordinator will develop and implement recruitment and training programs, organize volunteer schedules, and ensure volunteer engagement through enrichment activities, events, and recognition programs. Additionally, this role will oversee the planning, promotion, and execution of various events, both within the Arboretum and in the broader community, aimed at enhancing community engagement, fundraising, and awareness of the organization's work.

Essential Responsibilities:

Volunteer Coordination:

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization, ensuring alignment with the organization's mission and goals.
- Ensure volunteers are staffed to support various operational areas including education programming, special events, development, marketing/communications, horticultural activities, and plant collections database.
- Communicate with staff to assess volunteer needs, determine the most efficient use of volunteers, maintain an appropriate volunteer/supervisory mix, and anticipate future volunteer requirements to support all program operations.
- Arrange and conduct new volunteer orientation, as needed, ensuring new volunteers are well prepared to contribute effectively to the organization.
- Manage scheduling database and coordinate opportunities for volunteer activity, ensuring an efficient and organized volunteer program.
- Organize and participate in volunteer recognition programs and community volunteer activities to foster a positive and rewarding volunteer experience.
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation to monitor the program's impact.
- Provide ongoing support, training, and guidance to volunteers, helping them develop skills and deepen their engagement with the organization.
- Create and distribute communications and publications to keep volunteers informed and engaged.

- Participate in community outreach opportunities such as fairs, festivals, local markets, and other organizations' activities to recruit new volunteers and promote the Arboretum's programs.
- Serve as the liaison between volunteers and staff, ensuring clear communication and a cohesive working environment.

Events Coordination:

- Plan, coordinate, and execute a variety of events, including educational workshops, fundraising events, community outreach initiatives, and volunteer appreciation events, to promote the Arboretum's mission and engage the community.
- Collaborate with staff and volunteers to conceptualize event themes, logistics, and timelines, ensuring that events are well-organized, mission-aligned, and effectively staffed.
- Develop and manage event budgets, securing necessary materials, supplies, and services within financial constraints.
- Promote events through multiple channels, including social media, email marketing, and community bulletin boards, to maximize attendance and engagement.
- Coordinate with external vendors, sponsors, and partners to secure support and resources for events, ensuring successful partnerships that enhance the organization's visibility and impact.
- Oversee event logistics including setup, teardown, and troubleshooting on the day of the event, ensuring smooth operations and a positive experience for attendees and volunteers.
- Evaluate and report on event outcomes, gathering feedback from participants and stakeholders to assess success and identify areas for improvement.
- Create post-event reports and thank-you communications to recognize volunteer contributions and maintain strong relationships with event supporters.
- Ensure compliance with all relevant health, safety, and accessibility regulations for events, maintaining a safe and welcoming environment for all participants.

Qualifications: Associate degree and/or Equivalent Work Experience Required

We are a dynamic small organization where flexibility and teamwork are key. In our close-knit team, everyone wears multiple hats and takes on various responsibilities as needed. If you thrive in an environment where you can contribute to different areas and enjoy a variety of tasks, you'll fit right in!

How to Apply:

Apply by visiting: <https://bcarboretum.org/employment>