

## **350 Madison Volunteer Coordinator - Job Description**

**Introduction:** 350 Madison is a volunteer-led non-profit organization dedicated to fighting climate change. There are many opportunities for people to get involved with 350 Madison, and our ongoing success depends on recruiting, placing and supporting motivated, skilled volunteers. The Volunteer Coordinator is key to a successful volunteer program.

This is a LTE position with the possibility of becoming permanent.

### **Volunteer Coordinator Responsibilities**

1. Respond to people who indicate that they want to be involved.
2. Periodically send out notices of volunteer opportunities to members.
3. Meet one-on-one with prospective and current volunteers, or speak to prospective and current volunteers by phone, as needed.
4. Match volunteers with opportunities that are consistent with their interests, skills, and time availability and which meet 350 Madison's highest priority needs, as identified by the Coordinating Council.
5. Follow-up with recently placed volunteers and the team leads they are working with, to determine whether the volunteer assignment is working out as anticipated. Address problems as needed.
6. Work with the volunteer database administrator to survey volunteer interests so that a report can be generated when a particular category of volunteers is needed.
7. At monthly meetings, lead introductory break-out sessions for first-time attendees.
8. Work with team leads to update volunteer ladders of engagement.
9. Report to the Coordinating Council on progress of the volunteer engagement program.
10. Suggest changes to strengthen the volunteer engagement program.
11. Work with the Communications Action Team and campaign leads to ensure availability of informative, up-to-date written information for prospective volunteers.
12. Regularly submit mileage and expense reports as required.
13. Carry out other duties as requested.

### **Nature of the Position**

- This is a paid quarter-time position (averaging 10 hours per week).
- In addition to hourly salary of \$16 per hour, there is mileage reimbursement at IRS-approved rate and reimbursement of pre-approved expenses.
- The position reports to a 350 Madison Co-Coordinator.
- The person in this position is expected to work from home or another location where security of communications can be assured.
- The person in the position is responsible for providing their own computer, telephone and Internet access.

### **Qualifications**

1. Demonstrated experience in volunteer recruitment and engagement.
2. Excellent interpersonal communications skills.
3. Excellent organizational skills.

4. "Self-starter", able to take initiative, comfortable developing new programs and approaches with limited oversight.
5. Ability to schedule time flexibly, including evening and weekend work. Must be able to attend 350 Madison monthly meetings (generally held the first Monday evening of the month).
6. Comfortable with Internet, email, MS Word, Google Drive and online databases. Experience with social media preferred
7. Volunteer coordinator experience for a non-profit organization is preferred.
8. Experience with an environmental organization and/or academic background in environmental management is a plus.

#### **To Apply**

To apply, please send a resume and a statement of interest to [350.madison.wi@gmail.com](mailto:350.madison.wi@gmail.com) , no later than May 31, 2018.