



# RIVER LEGACY

FOUNDATION

## **JOB DESCRIPTION**

**Job Title:** Volunteer Coordinator  
**Reports:** Event/Exhibit Manager  
**Classification:** Part-time, Non-exempt  
**Pay Range:** \$13-15 per hour  
**Work Schedule:** **Tuesdays – Fridays:** 4-5 hours per day  
**Saturdays:** 8:30 a.m. – 5:00 p.m.  
**Maximum of 30 hours per week.** Occasional weeknights and weekends.

### **Position Overview:**

River Legacy Living Science Center in Arlington, Texas is searching for a part-time Volunteer Coordinator with organizing and managing volunteer experience. The Nature Center is located in the 1,300-acre River Legacy Parks, a floodplain woodland along the Trinity River. The Volunteer Coordinator serves a variety of functions related to volunteer and intern recruitment, coordination and recognition. The successful candidate will help recruit, manage, and retain a large pool of volunteers for daily operations, educational programs and events and coordinate seasonal internships for college interns. The Volunteer Coordinator must be highly detail-orientated, organized, flexible and able to function as part of a team.

### **Responsibilities:**

- Recruit, train, manage and communicate with large pool of volunteers for activities ranging from daily operations to events
- Education of volunteers about River Legacy's role in the community to prepare them to provide a professional service to our guests, students and donors
- Developing volunteer recognition program
- Manage volunteer and intern application and interview process
- Generate ideas for and plan appreciation events for volunteers
- Work with Event/Exhibit Manager to manage volunteers at events
- Monitoring and checking in volunteers during events
- Maintaining volunteer database and social media
- Other duties and projects as assigned

**Qualifications:**

- Must be energetic, personable, and well organized
- Must have strong oral and written communication skills
- Previous experience organizing and managing volunteers is preferred
- Experience posting on social media platforms and sending e-mail communication via Constant Contact is a plus
- Computer proficiency in Microsoft Office and database management required
- Bachelor's degree preferred

**Submission:**

Applicants must submit resume via email to [shannon@riverlegacy.org](mailto:shannon@riverlegacy.org)