



RIVER LEGACY FOUNDATION

JOB DESCRIPTION

Job Title: Volunteer Coordinator
Reports: Event/Exhibit Manager
Classification: Full-time, Exempt
Work Schedule: Tuesdays – Saturdays. Occasional weeknights may be required.

Position Overview:

River Legacy Living Science Center in Arlington, Texas is searching for a full-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
- Stand in for weekly front desk and/or discovery room attendant volunteers when needed
- Liaison between staff, volunteers, and community partners
- Other duties and projects as assigned

Qualifications:

- Must be energetic, personable, and well organized
- Be able to work independently as well as a part of a team
- Organizational and planning skills
- 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 Suite and database management required
- Bachelor's degree preferred

Benefits:

- Paid Time Off
- Health Insurance Coverage
- Career advancement

Submission:

Applicants must submit resume via email to shannon@riverlegacy.org

River Legacy Foundation is an Equal Opportunity Employer

Information about River Legacy Foundation, River Legacy Park and River Legacy Living Science Center can be found at www.riverlegacy.org