



Outdoors for All Foundation Job Description

Job Title: Volunteer Coordinator

Job Summary:

The Volunteer Coordinator is responsible for recruiting, managing, and supporting over 800 volunteers at Outdoors for All, annually. This role involves using Salesforce and other systems to manage volunteer functions, oversee compliance tracking, conduct outreach to fill volunteer gaps, and ensure volunteers are trained and aligned with the organization's mission. The position also evaluates volunteer satisfaction, promotes volunteer opportunities, coordinates recognition activities, and maintains volunteer records. Additionally, the Volunteer Coordinator will collaborate with the Volunteer and Data Manager to implement strategies for volunteer engagement, retention, and community outreach while being a positive representative of Outdoors for All.

Reports to: Volunteer and Data Manager

Responsibilities

- Recruit engaging and responsible volunteers relied on to run programs, events, etc. (Outdoors for All relies on over 800 volunteers per year.)
- Schedule and attend industry tabling events in the community.
- Utilize Salesforce to manage volunteer functions: recruiting, training, reporting, and retention.
- Develop and implement strategies which engage volunteers at a higher level and improve the quality of program delivery in conjunction with the Volunteer and Data Manager.
- Manage all volunteer compliance tracking through Salesforce, Coassemble, and Absorb.
- Conduct targeted volunteer outreach to fill gaps via phone and email. Must be comfortable with phone communication.
- Create and send seasonal surveys to volunteers to track satisfaction, feedback and retention.
- Administer online systems, forms, and records to process and document volunteer activities. Systems include but are not limited to Salesforce, Survey Monkey, Form Assembly, Coassemble, and Absorb.
- Build out and publish volunteer opportunities using Word Press on the Outdoors for All website and other community boards.
- Write content for the volunteer eNewsletter and social media requests as they relate to volunteer needs.
- Identify volunteer assignments that provide meaningful work for volunteers; write applicable volunteer position descriptions, in consultation with other staff, as appropriate.
- Work in collaboration with the training manager to schedule and support volunteer training to ensure volunteers are successful in their positions and understand Outdoors for All's key messages.
- Promote Outdoors for All volunteer opportunities to gain community support. In conjunction with the Volunteer and Data Manager, develop and implement effective strategies to recruit volunteers.
- Coordinate the volunteer hours matching and workplace giving program and track success of budgeted goals, with support from development staff.
- Develop and steward relationships with key donors, volunteers, stakeholders, and community partners.

- Ensure that volunteer check-in procedures are followed, and records of volunteer hours are maintained according to established procedures in Salesforce.
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization, including volunteer parties, gifts, etc.
- Be a positive representative and promoter of Outdoors for All programs, events, and activities in our community.
- Comply with Outdoors for All safety and health policies and procedures.
- Participate fully as a member of the Outdoors for All staff team.
- Other duties as identified, including name tag creation and other admin tasks.

Qualifications

1. Excellent interpersonal, verbal and written communications skills, comfortable with frequent phone calls.
2. Exhibit high level of energy, enthusiasm and initiative.
3. At least 2 years' in-depth experience with Salesforce. (preferred)
4. Familiar with Coassemble (or other Learning Management Systems), Absorb, Survey Monkey, and Form Assembly (preferred)
5. Extensive experience with MS Office software including Word, Excel, Outlook and PowerPoint.
6. Ability to work flexible hours; includes occasional weekend and evening work.
7. Experience working with individuals with disabilities a plus.
8. Commitment to a positive, fun and team-oriented working environment
9. Valid Washington State Driver's License; must verify own auto insurance.

Preferred Qualifications

Salary: \$23-27/hour DOE

Status: 40 hrs per week; non- exempt.

Hours: Dependent on program schedule; includes occasional weekend and evening work.

Benefits: Medical, dental, 15 vacation days, 9 paid holidays, accrued sick leave, retirement plan matching, Summit at Snoqualmie season pass, and other benefits as outlined in the Outdoors for All Employee Manual.

Closing date: Open until filled.

Application procedures

- 1) Include a one or two-page resume with your cover letter.
- 2) Submit materials to: timn@outdoorsforall.org