

Loxahatchee River District Job Description

Job Title: Volunteer Coordinator	Department: Education
Reports to: Environmental Education Manager	<input type="checkbox"/> Exempt (Salaried) <input checked="" type="checkbox"/> Nonexempt (Hourly)
Pay Grade: 2	
Supervises Directly: Volunteers	
Supervises Through Subordinates: None	
<p>Summary Statement: The Volunteer Coordinator will be responsible for the recruitment, training and coordination of the River Center volunteers as well as providing administrative office support for staff. Daily responsibilities include, but are not limited to, greeting guests, recruiting new volunteers, scheduling volunteers, providing special events, workdays and training session for volunteers, assisting guests, answering phones, booking programs, posting on social media and other web applications.</p>	
<p>Responsibilities</p> <ul style="list-style-type: none"> • Recruit new volunteers through outreach and updating information for web-based volunteer search engines. • Train new volunteers • Coordinate and schedule volunteers with Signup.com • Provide Volunteers with updates (monthly and as needed). • Plan volunteer Appreciation Events and Workdays. • Plan development days for volunteers to learn new skills that they can use for River Center programs. • Greeting Guests • Assisting guests with exhibits including touch tank. • Assist staff with administrative office duties (including but no limited to): answering phones, booking individuals and groups for programs, posting on social media and web-based calendars. • Other duties as assigned by supervisor 	
<p>Education and Experience</p> <ul style="list-style-type: none"> • Prior experience working with volunteers preferred • Prior experience working in an office setting preferred. • Proficient in Microsoft Outlook, Word, Excel, PowerPoint and Access. • Valid Florida Driver's License • Pass Drug Test and Level II Background check. 	
<p>Key Competencies:</p> <ul style="list-style-type: none"> • Microsoft Office • Web-based applications • Social Media (Facebook, Instagram, Twitter, SnapChat, YouTube) • Ability to operate a District vehicle. 	
<p>Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p><u>Physical Conditions:</u></p> <p><input type="checkbox"/> Not substantially exposed to adverse environment conditions: job likely consists of typical office or administrative work.</p> <p><input checked="" type="checkbox"/> Subject to inside environmental conditions: protection from weather conditions but not necessarily from temperamental changes (i.e. loading docks, garages, etc.).</p> <p><input checked="" type="checkbox"/> Subject to outside environmental conditions: no effective protection from weather.</p>	

- Subject to extreme cold: temperatures below 32 degrees for period of more than one hour.
- Subject to extreme heat: temperatures above 100 degrees for periods of more than one hour.
- Subject to noise: there is sufficient noise to cause the incumbent to shout in order to be heard from the surrounding noise level.
- Subject to hazards: includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, etc.

Physical Activities:

- Extended periods of time at a keyboard or workstation.
- Stooping Crouching Walking Grasping Kneeling Hearing
- Reaching Standing Climbing Crawling Twisting

- Lifting: 10 pounds or less 11-20 pounds 21-50 pounds 51-75 pounds 76+ pounds
- Pulling: 10 pounds or less 11-20 pounds 21-50 pounds 51-75 pounds 76+ pounds
- Pushing: 10 pounds or less 11-20 pounds 21-50 pounds 51-75 pounds 76+ pounds

This job description in no way implies that the duties listed here are the only ones the employee can be required to perform. The employee is expected to perform other tasks, duties and training as dictated by their supervisors.

Division Director

Date

Employee Signature

Date