Position Opening

Job Title: Volunteer Coordinator
Department: Volunteer Programs- McGovern Centennial Gardens
Work Location: Hermann Park, Houston, TX
Full-time/Part-time: Full-time, non-exempt
Effective Date: As soon as possible

Reports to the Director of Volunteer Programs

Job Description
Hermann Park’s Conservancy’s Volunteer Coordinator is responsible for the nourishment and expansion of the volunteer program in order to achieve HPC’s goals of stewardship and conservation in Houston’s Historic Park. Volunteer Programs include volunteer project coordination, special fundraising events, corporate groups, and individuals. The Volunteer Coordinator provides integral support to the Conservancy’s three main community outreach events; *Kite Festival*, *Park to Port* Bike Ride, and *Run in the Park*, as well as smaller community events throughout the year.

Primary Responsibilities

- Develop and maintain a corps of trained volunteers for the Conservancy’s garden centers and community events
- Special event logistical management for the Conservancy’s three community events *Kite Festival*, *Park to Port* Bike Ride, and *Run in the Park* from planning to closeout: secure city permits, draft route/site maps along with development team, hold pre-event logistics meetings, secure event vendors/contractors, event day site management, recruit event volunteers
- Work with Director of Volunteer Programs to maintain public land management programs
- Organize and recruit for all volunteer needs for community events and on-going volunteer projects in coordination with the Director of Volunteer Programs and garden staff
- Attracting and recruiting volunteers through internet resources and social media and assist in building mutually productive relationship with volunteer program partners
- Establish and maintain volunteer leadership programs, e.g. Ambassador Program and Event Leader Program
- Develop volunteer retention techniques, i.e. monthly volunteer training programs, volunteer appreciation event
- Responsible for oversight of volunteer storage areas and inventory
- Orienting volunteers to park policies, procedures and the requirements of volunteer job descriptions
- Recruit, train, and manage annual reforestation interns
- Maintain license of Conservancy ArcMap software, generating maps and training new users as needed
- Represent the Conservancy in a variety of community outreach engagements to maintain relationships with community partners
- Ensures appropriate volunteer forms are on file and in place for events/projects
- Gives tours of Park garden spaces as schedule permits
- Responsible for maintaining a database of volunteers in Blackbaud’s Raiser’s Edge
- Managing volunteer project work orders in CMMS
- Performs detailed record keeping and prepares written reports
- Facilitate Japanese Garden Advisory Committee Meetings in coordination with Director of Volunteer Programs
- Other duties as assigned

Qualifications

- Valid driver’s license and ability to work legally in U.S.
- Bachelor’s degree or experience in outdoor environmental field work, or related field
- Experience working in a non-profit team environment
- Ability to interact successfully with staff members, volunteers, donors, and board members
- Excellent verbal and written communication skills
- Communicate effectively with Park visitors, partners and working with diverse audiences
- Advanced computer skills in MS Office, particularly in MS Excel and Word
- Preferred knowledge of Blackbaud’s Raiser’s Edge and ArcGIS
- Ability to work weekend and evening hours, as required
- Employees must pass a pre-employment drug test and criminal background check

**Hours**
- Full-time, 40 hours per week depending on business conditions
- 5 days per week, Tuesday through Saturday work week
- Occasional evenings for Conservancy events

**Application Process**
Fax, email or mail cover letter, resume and a completed Hermann Park Conservancy Application to:

Hermann Park Conservancy  
Attn: Director of Volunteer Programs  
1700 Hermann Drive  
Houston, Texas 77004  
Fax: 713.524.5887  
E-mail: dkerr@hermannpark.org

*Hermann Park Conservancy is a citizens’ organization dedicated to the stewardship and improvement of Hermann Park—today and for generations to come.*

*Hermann Park Conservancy is an equal opportunity employer.*