

Wylde Center Volunteer Coordinator

POSITION SUMMARY

As a member of the Wylde Center Operations Team, the Volunteer Coordinator is responsible for the comprehensive management of volunteer recruitment and volunteer activities to support Wylde Center's greenspaces, events and educational programs.

PRIMARY RESPONSIBILITIES

- o Communicate the Wylde Center's mission and volunteer needs to the public, and connect volunteers with opportunities that suit their skills.
- o Communicate with Wylde Center departments to schedule and staff volunteer events, and manage logistical event details when needed.
- o Communicate volunteer opportunities using the website, social media, emails, and newsletters.
- o Manage volunteer hour tracking and document systems incorporating best management practices.
- o Manage the Wylde Center's Hands On Atlanta account.
- o Work with the staff and board to determine volunteer opportunities that support the organization's mission.
- o Recruit and expand the number of volunteers through traditional recruiting platforms, court ordered avenues, and unique opportunities.
- o Manage volunteer recognition program and develop volunteer leadership.
- o Implement safety and training procedures with staff and volunteers.
- o Additional duties as related to being a member of the Wylde Center staff, i.e. support of annual fundraising events such as Beer Garden and Wreath Fest, etc., as well as attendance of regular staff-wide meetings and gatherings

QUALIFICATIONS

- o Experience in a field related to environmental education, volunteer management and/or volunteer program coordination.
- o At least one year administrative work experience with Microsoft Office or Google Suite, including intermediate spreadsheet proficiency.
- o Strong project management skills and ability to use and maintain databases.
- o Solid verbal, written communication and customer service skills
- o Experience and comfort with public speaking and teaching others.
- o Experience managing and leading volunteers in an outdoor setting.
- o Enjoys working with volunteers of all ages and diverse backgrounds.



Volunteer Coordinator Job Description

Part-time

- o Demonstrates honesty, integrity, and professionalism at all times
- o Valid Driver's License
- o All applicants for positions with Wylde Center must pass a background check

ENVIRONMENTAL JOB REQUIREMENTS

Work Environment:

- o Ability to work in a professional office setting during business hours
- o Ability to work outside in extreme temperatures and weather conditions

Travel: No extensive travel is required

ADDITIONAL JOB INFORMATION

Compensation: \$15/hour plus benefits commensurate with staffing level.

Schedule: 10 hours per week including occasional weekend work to support the successful management of the program. Position schedule is flexible and can be structured to best serve the requirements of the position and the selected candidate. Volunteer coordinator will be based in the Edgewood Community Learning Garden office.

Wylde Center Office Location: 1503 Hardee Street, Atlanta GA 30307

Job Description Post Date: June 1, 2021

Start Date: August 1, 2021

Application Information: Please submit your resume, cover letter, 3 reference contacts and available start date to Mary Jane Leach at maryjane@wyldecenter.org. Please write VOLUNTEER COORDINATOR in the subject line. **Applications will be accepted for review through June 30, 2021 or until a candidate is identified and selected for the position.** Qualified candidates will be contacted directly – no phone calls please.

WHO WE ARE

The mission of Wylde Center is to connect people to nature.

Wylde Center accomplishes this through educational programs, events and greenspaces that actively engage youth, families and individuals in their environment, health and community,



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and that develop skills in environmental science, sustainable urban living, organic gardening, health, and nutrition.

The organization strives to provide an environment that cultivates a spirit of service, respect for diversity, global citizenship and character. Our commitment to a diverse, equitable and inclusive culture is reflected in a community in which differences are embraced, and **staff, volunteers, and community partners have a sense of belonging.**

At **Wylde Center**, we hire culturally competent and responsive candidates who believe in the critical importance of diversity, equity and inclusion in the success of an organization and can effectively incorporate those principles in their professional roles. Wylde Center actively seeks candidates from historically underrepresented populations.

Wylde Center was founded in 1997 out of a need to provide opportunities to experience nature in an urban environment. As a result of the community's involvement and commitment, the organization has evolved into a large and active nonprofit organization operating five greenspaces (Oakhurst Garden, Sugar Creek Garden, Hawk Hollow, Edgewood Community Learning Garden, and the Mulberry Fields Garden) in four different Decatur and Atlanta neighborhoods, open year round for the community, for events and for Wylde Center's educational programs.

Additionally, Wylde Center provides one of the largest youth environmental and science education programs in metro-Atlanta, including the Decatur Farm to School program, Atlanta Farm to School, Healthy Living by Healthy Growing at the Decatur Housing Authority, and science program and field trips linked to Common Core standards.