



JOB OPPORTUNITY

We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve is critical to our ability to be culturally responsive.

Effective 01 June 2021, IslandWood requires all staff, volunteers, docents, interns and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients and students. Waivers are available for medical and religious exemptions.

Title:	Volunteer Programs Coordinator
Department:	Philanthropy
Reports To:	Director of Philanthropy
Classification:	Part-time/Annual, Hourly/Non-exempt
Pay Rate:	\$20.00 per hour
Location:	Bainbridge Island Campus
Work Schedule:	Flexible: 20 hours per week Monday through Friday, some nights and weekends as needed
Benefit Package:	Full benefit package provided; health insurance prorated to 50% premium paid by IslandWood (medical, dental, vision). Life insurance and LTD 100% paid. HSA, Flex, 401k, 3 weeks paid vacation (PTO prorated to 50%).

OVERVIEW:

IslandWood provides exceptional learning experiences to inspire lifelong environmental and community stewardship; our 250-acre campus is located on Bainbridge Island. The Volunteer Programs Coordinator provides essential support to IslandWood's Volunteer Program. The primary scope includes recruiting, processing, and interviewing volunteer and docent candidates, advertising volunteer and docent opportunities through our volunteer management database, communicating details of job and project needs with a large community of volunteers as well as staff across all IslandWood teams, and contributing to the creation of interpretive tools and resources.

PRIMARY RESPONSIBILITIES:

Administrative Support:

- Recruit new volunteers and docents, track volunteer applications, submit background checks, schedule interviews, and screen new volunteers.
- Utilize Salesforce database for the purpose of recording volunteer and docent contact information, hours, and tracking information, and fulfilling and advertising docent and volunteer requests.
- Maintain Volunteer Resources presence on IslandWood website.
- Schedule volunteers requested to support organizational needs, community events, donor events, education programs.
- Provide additional administrative support to the Philanthropy Team as assigned by Director of Philanthropy.
- Organize volunteer training and appreciation events, and participate when applicable.
- Assess and reorder docent supplies.

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Page 2 of 2

Communication and Engagement:

- Support a positive environment with volunteers where two-way communication and trust are established.
- Participate in a system of ongoing appreciation of volunteers; support the planning and delivery of appreciation events and awards.
- Demonstrate IslandWood's mission and core values so volunteers understand the importance and impact of their work on others and to ensure a unified voice.
- Foster an environment of learning and skill-building by maintaining systems and platforms for mentoring and collaboration.
- Act as a contributing member of the Philanthropy Team by taking part in team meetings, supporting colleagues, and offering flexible assistance in other areas as needed.
- Contribute to the creation, development, and evaluation of interpretive tools and resources that relay the mission, programming of IslandWood and natural and cultural history of the Puget Sound region.

MINIMUM QUALIFICATIONS:

- Three years of administrative support
- Professional customer service and effective communication skills
- Ability to take initiative and prioritize tasks; problem-prevention and problem-solving skills
- Willing and available to work evening and weekend shifts as needed
- Demonstrate IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose; be welcoming, engaged, curious, accountable and adventurous
- Commitment to support IslandWood's work towards social justice, equity, diversity and inclusion in the workplace
- Must be able to comply with and maintain a drug-free work environment
- Must pass child safety screening procedure; post-offer

APPLICATION INSTRUCTIONS:

Please submit a cover letter, resume and two current references or an application for employment to:

Email to: employment@islandwood.org and state "Search for Volunteer Coordinator" in the subject line.
98110

Application forms are available on our website at www.islandwood.org in English and Spanish.

Position posted: 27 August 2021
Application deadline: Open until filled
Start date: September/October 2021

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.