



## **Volunteer Coordinator**

Bernheim Arboretum and Research Forest, a 16,000+ acre protected forest in Kentucky, about 25 miles south of Louisville, is seeking a relationship-oriented, service-minded individual that enjoys coordinating humans and experiences.

Bernheim is home to a 600-acre arboretum, designated as Kentucky's official arboretum. The natural landscape features 40+ miles of hiking trails and extensive natural areas managed for conservation and research purposes. Its woodlands, prairies, and wetlands make up the largest privately-owned forest in the Eastern United States dedicated to education and conservation. Bernheim is a privately owned not-for-profit, relying on donations and memberships, whose mission is to connect people with nature. Annually, over 350,000 people experience Bernheim through visits, educational programs, field trips, and Bernheim festivals.

Bernheim's Volunteer Coordinator, a member of the Visitor Experience department, supports the mission of Bernheim Arboretum and Research Forest by building an ever-increasing network of volunteer support for the organization. The Volunteer Coordinator is responsible for volunteer recruitment, orientation, project planning, implementation of volunteer activities, and volunteer appreciation.

### **Essential Duties/Responsibilities:**

- Recruits, screens, interviews, and trains new volunteers. Provides for ongoing training and supervision of preexisting volunteers, ensuring that volunteers are given appropriate training to be successful in their programs.
- Orients, trains, coaches, motivates, measures, and evaluates volunteers in accordance with organizational policies, procedures and programs. Orients volunteers to increase their understanding of the organization, its services and the role and responsibilities of volunteers.
- Conducts frequent volunteer orientation sessions and develops volunteer training tools and curriculums as needed.
- Acts as liaison between volunteers and the staff to ensure that staff are prepared for arrival of volunteer groups and that all necessary tools, resources and materials are readily available and that all affected staff understand details and expectations.
- Ensures that volunteer policies and procedures are followed, and records of volunteer hours are maintained according to established procedures.
- Assists with conflict resolution among staff and volunteers according to established procedures.
- Plans and implements formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization.
- Creates and maintains volunteer files which track individual applications, background checks, and other paperwork related to their ongoing participation in volunteer opportunities.
- Maintains volunteer calendar, arranging schedules for different departments, activities, and events where volunteers are utilized.
- Collaborates with Operations and Events/Rentals teams.



- Collaborates with Advancement Department to provide meaningful volunteer opportunities for corporate partner employees.
- All other duties as assigned.

### **Experience and Expectations**

- 1-3 years' experience in related role.
- Clear communication skills, both verbal and written.
- Effective time management skills.
- Willingness to learn and adapt.
- Collaborative work ethic.
- Keen attention to detail, project management skills a plus.
- Ability to work independently and as a team.
- Comfort and ability to engage in outdoor environments, in all weather conditions.
- Ability to adapt to the unexpected while still progressing toward core objectives.
- Requires weekday as well as weekend and evening hours to manage volunteer group activities.

### **To apply and for more information**

Please send all inquiries and resumes to: [HR@bernheim.org](mailto:HR@bernheim.org).

This full-time, hourly position reports to Director of Visitor Experience. Pay range: \$17.00 - \$19.00 /hr. Competitive benefits package includes health/vision/dental insurance, retirement 403b match benefit and paid sick, holiday and vacation leave.

Bernheim Arboretum and Research Forest is proud to be an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. We recruit, employ, train, compensate, and promote without regard to race, color, national origin, creed, religion, sex, gender identity, sexual orientation, marital status, parental status, disability, age, veteran status, or any other status protected by law.