Friends of the Oak Park Conservatory
Volunteer and Program/Events Coordinator Job Description

POSITION TITLE: Volunteer and Program/Events Coordinator
REPORTS TO: Executive Director
CLASSIFICATION: Part-Time, Non-Exempt
COMPENSATION: commensurate with experience
HOURS: 1,000 hours/year, an average of 20 hours/week
SCHEDULE: Part-time office hours (located at the Oak Park Conservatory, 615 Garfield) with some flexibility in scheduled times. Must be available for meetings, programs, and events, including occasionally on weekends or evenings.

Submit Cover Letter and Resume to searchcommittee@fopcon.org

THE ORGANIZATION:
In partnership with the Park District of Oak Park, the Friends of the Oak Park Conservatory is a premier volunteer organization in Oak Park that fulfills its mission, preserves the Conservatory for future generations, and connects visitors to nature and horticulture with the goal to inspire future stewards of our environment.

Our mission is to promote community interest in the Oak Park Conservatory, to offer educational and recreational opportunities, and to support projects that benefit the Conservatory.

Our programs and events fall into three categories: fundraising, education, and community building.

OBJECTIVE: Throughout the year, the Volunteer and Program/Events Coordinator is responsible for the recruitment, orientation, and placement of all volunteers at the Oak Park Conservatory; including, but not limited to, those interested in horticultural projects, education programs, and special events. This role also participates in program planning and special event coordination. This position is a liaison to the Volunteer Committee, Education Committee, and Plant Sale Committee.

QUALIFICATIONS:
The ideal candidate will possess the following:

- Experience in recruiting, managing, assessing skill set and training volunteers
- Good organizational skills, able to set priorities and multi-task
- Able to take initiative and work both independently and collaboratively
- Proficient with Microsoft Office, Google applications, email marketing software, and computer database applications
- Comfortable learning new software and online technologies, as needed
- Programming and event planning skills

The ideal candidate will also be someone who is:

- An excellent communicator and a good listener with people from diverse backgrounds
- A people person who motivates volunteers and makes them feel valued
- A creative problem-solver able to navigate a variety of circumstances
- Has a strong interest in nature and plants

JOB RESPONSIBILITIES: The following description includes key responsibilities, but other duties may be assigned as needed.

Volunteer Recruitment and Administration: The Volunteer and Programs/Events Coordinator is responsible for building and maintaining a volunteer force by performing the following duties:

1. Develops and implements, with the Volunteer Committee, ongoing recruitment strategies to ensure that the operational needs of FOPCON and the Conservatory (Park District of Oak Park) are being met
2. Follows up promptly with inquiries from prospective volunteers
3. Maintains records of volunteer hours
4. Meets, as needed, with FOPCON Committee Chairs to assess their volunteer needs and satisfaction
5. Meets with Conservatory staff (Park District of Oak Park) to coordinate volunteer needs and policies
6. Develops and updates job descriptions and recruiting materials for volunteer positions and website
7. Schedules to be in the office once a month on a Saturday to meet with new volunteers
8. Develops and publishes monthly volunteer newsletter
9. Prepares written progress reports and mission data for the FOPCON Executive Director to present at monthly board meetings
10. Networks with other non-profit organizations and brings back best practice ideas

Volunteer Screening/Staffing/Retention: The Volunteer and Program/Events Coordinator is responsible for screening volunteer applications, retaining volunteers, and staffing programs and events. Duties include:

1. Screens and processes volunteer applications, assures background checks are completed, and refers applicants to FOPCON Chairs or Conservatory (Park District of Oak Park) staff, as appropriate
2. Maintains written, verbal, and electronic communications with all volunteers on a regular basis
3. Supplies volunteer lists to Committee and Event Chairs upon request
4. Informs the Operations Coordinator promptly of any updates to volunteer records and forms, including each volunteer's hours and contact information
5. Ensures that volunteer needs are met, such as additional training, recognition, etc.
6. Assists the Volunteer Committee in planning volunteer appreciation events and extends appropriate thanks/benefits

Volunteer Training: The Volunteer and Program/Events Coordinator is responsible for training volunteers. Duties include:

1. Conducts initial orientation of new volunteers
2. In collaboration with Education and Volunteer Committees, develops training schedules and secures speakers for the training of new volunteers and continuing education

Education Program Requirements: The Volunteer and Program/Events Coordinator collaborates with the Education Committee to plan and implement education programs including the following:

1. Maintains records of program materials and attendance; updates materials, such as publicity flyers, lesson plans, content for PDOP brochures
2. Provides volunteer program leaders with needed materials
3. Schedules and publicizes Education Programs
4. Recruits, schedules, and orients volunteers
5. Available in the office prior to and during programs
6. Conducts programs or tours in exceptional circumstances

These duties are for the following current Education Programs:

- Education Tours--Schools, Adults, Private Groups
- Exploration Kits for Schools
- Exploration Station
- Toddler Exploration Time (TET)
- Discovery Garden Exploration Time (DGET)
- Story Time

Program & Special Events Coordination: The Volunteer and Program/Events Coordinator is responsible for volunteer staffing, developing adult education programs, and providing event coordination. Duties include:

1. Works with event Chairs to determine volunteer needs based on the nature of the ebb and flow in the facility
2. Staffs onsite and offsite events with volunteers
3. Acts as staff contact for annual events including, but not limited to KidsFest, Uncorked, and Plant Sale
4. Assists in coordinating events and provides support to event chairs
5. Acts as liaison to Park District of Oak Park for special events
6. Coordinates speaker recruitment for adult education/member programs
7. Attends and facilitates education and membership programs as needed
8. Responsible for submitting content to PDOP and reviewing proofs of seasonal brochures for events and programs

For more information about FOPCON, visit www.fopcon.org

FOPCON is a 501(c)(3) nonprofit located at the Oak Park Conservatory, 615 Garfield, Oak Park, IL