



Job Opportunities Bulletin

JOB TITLE: Volunteer Coordinator (Brookdale)

STATUS: Part-time (20-24hrs/week)

LOCATION: Brookdale Administration Office, Woodstock

SALARY: \$21.03/hr

JOB OVERVIEW:

Be part of an ever growing group of volunteers at the McHenry County Conservation District! The District is looking for a Volunteer Coordinator to work out of our Brookdale Administration office to be responsible for the planning and coordinating of volunteer support for educational, safety, recreational, and cultural programs. This position is responsible for recruiting, providing general District orientation, assigning, arranging training, mentoring, rewarding, and tracking program of volunteers.

JOB RESPONSIBILITIES:

Job responsibilities include, but not limited to:

- Serves as the main contact person for volunteer's questions or concerns relating to their job, volunteer program, or the District.
- Initiates and reviews in-house volunteer requests with staff to determine program needs, develop priorities, and arrange project implementation.
- Reviews outside volunteer project requests with staff to determine project appropriateness, skill levels, hours and equipment for project implementation.
- Interviews, screens, orientates, and places all volunteers requests with appropriate division personnel as well as introduces new volunteers to their supervisor and project(s).
- Direct coordination of District's 200+ volunteers in the Education Services Department, special events, historical (Powers-Walker & McConnell Farmsteads), Police Department SWEEP and Glacial Park ski patrol, as well as Eagle Scouts, Geocache, Bilingual and office support volunteer programs.
- Coordinates with the Marketing & Communications Department to promote the volunteer programs and conservation projects.
- Assists the Director of Marketing and Communications on annual budget needs and the purchase of volunteer equipment and supplies.
- Develops and implements regular an ongoing recognition and acknowledgement of volunteers and organizes reward luncheons or events as deemed necessary.
- Evaluates, writes, recommends, revises and implements related procedures, policies, educational materials, and volunteer job descriptions.
- Evaluates, writes, recommends, revises and implements related procedures, policies, safety training, educational materials, and volunteer job descriptions.
- Collaborates and communicates regularly with Land Preservation and Natural Resource Volunteer Coordinator on natural resource volunteer programs.



McHenry County
CONSERVATION DISTRICT

QUALIFICATIONS & REQUIREMENTS:

Qualifications for this position include, but not limited to:

- Bachelor's degree (B. A./ B.S.) from four-year college or university in Parks and Recreation, Leisure Services, Human Resource Management.
- Four years related experience and/or training in managing a volunteer program for a public or non-profit agency; or equivalent combination of education and experience.
- Possess a valid driver's license.
- Knowledge in existing and proposed volunteer development activities, program goals, and relationships.
- Some knowledge of environmental issues and the natural sciences and the outdoor educational needs of children and adults as applied to volunteer organizations and County residents training/ volunteer activities.

CLOSING DATE: Until Filled

APPLICATION: Applicant must complete an online application located at www.mccdistrct.org.

QUESTIONS: For more information, contact Human Resources at 815-338-6223 x1237.