



VOLUNTEER COORDINATOR

Job Posting – January 2024

Houston Audubon seeks an enthusiastic, organized, self-motivated professional to oversee and advance Houston Audubon’s volunteer management program.

About Houston Audubon

Houston Audubon is a leading regional nonprofit and accredited land trust focused on protecting the natural environment for birds and people in the Houston Gulf Coast area. Our commitment to excellence in land conservation, environmental education, community engagement, and science is foundational to advancing the conservation of birds and their habitats and improving our community for people and other wildlife. We own and manage more than 4,100 acres of habitat, including 17 nature sanctuaries that serve as community assets, venues for quality education and recreation experiences, and collaborative research opportunities.

Position Overview

Houston Audubon volunteers play an important role in delivering and supporting our conservation mission. The volunteer coordinator will be responsible for maintaining and delivering our robust and diverse volunteer program to support Houston Audubon’s spring migration operations, nature education programs, community science and outreach initiatives, habitat restoration, trail maintenance, and native plant nursery operations. Last year, over 600 volunteers contributed 12,000 hours to support our work. The goal of this position is to effectively match volunteers with appropriate roles to meet the organization’s needs while enhancing volunteer satisfaction and retention. The volunteer coordinator reports to the outreach and engagement director.

Annual Salary	\$40,000-\$45,000 DOQ
Hours per Week	40
Workplace	HAS Headquarters: 440 Wilchester Blvd, Houston, TX 77079
Flexible Work Hours	Yes
Remote Work Options	Yes-2 days remote after first 90 days of employment
Benefits	<ul style="list-style-type: none"> • Medical Insurance: 75% of premiums for medical and dental plans • Life Insurance • 401(k) up to 3.5% match • Competitive vacation and sick leave
Position Reports To:	Outreach and Engagement Director

Essential Duties and Responsibilities:

Oversight, Coordination, and Communication

- Oversees and coordinates all aspects of the volunteer program, including identification of volunteer needs and roles; recruitment, placement, and retention; orientation and training; recognition and appreciation; and record keeping.

- Maintains accurate records of volunteer information, including training, hours worked, and contributions.
- Maintains updated volunteer training manual and provides support, training, and guidance to staff to help manage volunteers; works with staff to resolve conflicts or challenges between volunteers and staff, visitors, or other volunteers.
- Serves as primary contact for general volunteer inquiries and ensures clear, collaborative communication between program areas and volunteers; ensures departments' volunteer needs are met and goals are supported through regular communication and planning meetings
- Produces reports on volunteer operations, including statistical information used for grants and outreach.
- Provides regular and ongoing communication to the volunteer community through newsletters and email.
- Writes articles on volunteers and provides relevant information to Communications for social media.
- Responsible for creating a culture within the volunteer program that is welcoming and inclusive of diverse cultures and backgrounds.

Recruitment, Placement, and Retention

- Devises in collaboration with the Outreach and Engagement Director, and executes volunteer recruitment strategies and methods to attract and retain a community of volunteers to support spring migration operations, nature education programs, community science and outreach initiatives, habitat restoration, trail maintenance, native plant nursery operations, and general administration for the organization.
- Coordinates all aspects of volunteer placement including recruitment, screening, orientation, and training. Coordinates across all departments to ensure volunteer needs are met.
- Schedules and facilitates engaging orientation sessions to familiarize new volunteers with the organization's mission, values, and activities. In collaboration with program staff, provides additional training to ensure volunteers are equipped with the skills needed to fulfill their roles effectively. Ensures volunteers are aware of and adhere to relevant organizational policies and procedures.
- Works closely with staff team members to understand their volunteer needs and integrate volunteers effectively into various programs and initiatives. Identifies meaningful volunteer opportunities and matches volunteers with appropriate roles based on their skills, interests, and availability. Seeks and responds to requests for group volunteer projects from corporations, community groups, scout troops, etc.

Recognition and Appreciation

- Tracks volunteer hours and contributions and implements recognition and awards program.
- Plans, organizes, executes, and attends volunteer-focused special events, such as the annual appreciation picnic and award ceremonies. Develops and implements recognition programs to acknowledge and appreciate volunteers for their contributions.
- Implements strategies to enhance volunteer retention and obtains feedback on volunteer experiences.

Qualifications and Experience:

- Bachelor's degree and nonprofit experience in natural resources, recreation management or similar fields with a minimum of 2 years of demonstrated program management experience
- Prior experience working with volunteers, service in a volunteer program, or program management

Preferred Qualifications:

- Strong time, project, and organizational skills and attention to detail
- Proficiency in Microsoft Office, centralized database systems, and knowledge of maintaining confidential data
- Strong interpersonal and communication skills
- Demonstrated ability to communicate, write, and present clearly to varied audiences
- Proven ability to work in a team environment and with internal and external partners
- Ability to represent Houston Audubon with a high level of discernment, integrity, and professionalism
- Exposure to working toward racial equity, diversity, and an inclusive culture within an organization
- Ability to travel to our coastal sanctuaries and work weekends as needed
- Multilingual skills and multicultural or cross-cultural experiences are appreciated but not required

How to apply:

To apply, send a resume via email to Kimberly Lobit: klobit@houstonaudubon.org

Houston Audubon is an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or protected veteran status. We are committed to fostering and nurturing an organizational culture of equity, diversity, and inclusion within our workplace and sanctuaries, and in our work in the community. We believe that the rich blend of ideas, perspectives, and viewpoints that come with diversity is essential to our long-term success. Our values and actions reflect our commitment to diversity and inclusion of all as reflected in our hiring practices, team interaction, and outreach and engagement at large.