

Title

Horticulture Volunteer Coordinator

Reports to

Horticulture Director

Status

Full-time/Non-Exempt

Salary

\$16-\$22/hour

The Horticulture Volunteer Coordinator manages the horticulture volunteer program. The Horticulture Volunteer Coordinator and the volunteers assist with the maintenance in the garden.

Responsibilities

- Directly manages and recruits horticulture volunteers. Develops and cultivates a diverse group of volunteers.
- Schedule and supervise volunteers for routine maintenance and special projects. Manage and coordinate volunteer hours and schedules to effectively assist with the general maintenance of the garden.
- Coordinate horticultural work with Horticulture Manager.
- Maintain Garden to the highest horticulture standards. Follow proper techniques of soil preparation, plant installation, and pesticide/herbicide/fertilizer application.
- Operate all equipment and tools safely and properly. Provide equipment and instruction to volunteers.
- Keep records of volunteer hours for the Volunteer Manager. Ensure that volunteer check-in-procedures are followed and records of volunteer hours are maintained according to established procedures.
- Coordinate and direct programs to enhance the volunteer experience.
- Develop and implement goals and objectives for the horticulture volunteer program which reflect the mission of the organization.
- Promote the volunteer program to gain community support of the program and organization, and develop and implement effective strategies to recruit the right volunteers with the right skills.
- Identify volunteer assignments that provide meaningful work for volunteers and write the volunteer position description in consultation with staff as appropriate.
- Orient the volunteers to increase their understanding of the organization, its clients, its service and the role and responsibilities of volunteers, and ensure that volunteers receive the appropriate level of supervision.
- Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteer to the organization.
- Ensure that volunteers work in a safe, healthy, and supportive environment in accordance with all appropriate legislation and regulations.
- Assist with volunteer organization for Winter Garden a Glow.
- Other duties as assigned.

Skills, Specifications, & Experience

- Associate or Bachelor degree in Horticulture or related field preferred
- Proficiency of word processing and data base management, strong understanding of Microsoft Office.
- Demonstrated ability to build relationships: establishing and maintaining positive working relationships with others, both internally and externally to achieve the goals of the organization.
- Demonstrated ability to communicate effectively: speaking, listening, and writing in a clear, thorough and

Requirements

Experience managing staff or volunteers.

At least two years of experience in all aspects of routine garden maintenance working with a professional gardening, horticulture, landscaping, or nursery organization.

Non-Profit Experience preferred

Must be able to responsibly use power tools and equipment such as string trimmers, mowers, blowers, and sprayers.

timely manner using appropriate and effective communication tools and techniques.

- Demonstrated ability to foster teamwork: working cooperatively and effectively with others to enhance organizations effectiveness.
- Demonstrated ability to lead: positively influencing others to achieve results that are in the best interest of the organization.
- Demonstrated ability to solve problems: assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and made recommendations and /or resolve the problem.
- Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.
- Ability to carry up to 50lbs.
- Ability to work in various weather conditions such as cold, snow, or rain.

A valid Idaho driver's license and good driving record.

Ability to use computers for basic tasks such as email correspondence, calendar scheduling, and Microsoft Suite.

Clearance of a background check.

Ability to occasionally work weekends.

To Apply

Please submit resume and cover letter to hire@idahobotanicalgarden.org

It is understood that this job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by the Horticulture Volunteer Coordinator within this job, but this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position