



**TITLE:** Volunteer Coordinator (unpaid)

**REPORTS TO:** Program Director

**SUMMARY:** Help Seattle's newest culture landmark grow by finding and nurturing volunteers as they are critical to the Garden's success. This fun and exciting volunteer position has flexible hours (averages 3 to 5 hours a week) and can largely be done from home.

**DUTIES AND RESPONSIBILITIES:**

- Assist in recruiting new volunteers and trying out different recruitment methods.
- Follow up on new volunteer inquiries.
- Match volunteers' interests and skills with garden's needs.
- Organize and coordinate quarterly group volunteer orientations, provide individual volunteer training as requested
- Develop and/or update volunteer recruitment and training material
- Schedule volunteers for Visitor Center and administrative work to ensure key positions are staffed by volunteers as needed
- Arrange substitutes as needed for last minute changes or fill in if possible.
- Inform volunteers of any policies and changes which might impact them in mthly email.
- Gather feedback from volunteers on suggested changes or visitor feedback and forward that information to relevant staff or board members.
- Ensure volunteers track their hours and compile totals on a monthly basis.
- Maintain master file of volunteer information including an email and phone contact list.
- Develop and hold bi-annual volunteer social/training events.
- Work closely with the Program Director, Office Coordinator and Garden Manager Intern to ensure volunteers are fulfilling identified needs.

**QUALIFICATIONS:**

- Previous management and/or project management experience preferred.
- Excellent organizational skills
- Able to work well independently and as a team member
- Interest in or knowledge of Chinese language and/or culture a plus

**TO APPLY:** Please email your resume to [info@seattlechinesegarden.org](mailto:info@seattlechinesegarden.org)

The Seattle Chinese Garden Society is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.