



for the love of nature™

Job title	Volunteer Coordinator
Reports to	Vice President of Finance and Operations
Supervises	Volunteers
Location	Cibolo Nature Center at Cibolo Center for Conservation
Compensation	\$15 per hour; average 20-25 hours per week (Tuesday-Saturday)

Educational Programs Overview

The Cibolo Center for Conservation is an organization founded in 1988 to connect people with nature and inspire them to fall in love with land, water, and wildlife in the hopes that they will become champions and stewards of nature. Our mission is the conservation of natural resources through education and stewardship. For 34 years, the Cibolo, located in Boerne, Texas, has been providing exceptional educational programming for children, youth, adults, and families at our nature center, historic farm, and nature-based preschool. We welcome over 100,000 people a year to our campuses each year. Our dynamic team brings passion, creativity, and knowledge to all we do on our beautiful campuses along the Cibolo Creek.

Position Summary

The Volunteer Coordinator is responsible for the recruitment, training, retention, supervision, and recognition/appreciation of all Cibolo Volunteers as well as evaluation of volunteer experience. Additionally, this position works across departments to coordinate volunteer needs and support. This person will provide a welcoming and friendly atmosphere for volunteers and visitors of the Cibolo Nature Center and Herff Farm. Will oversee day-to-day volunteer activities at the Cibolo Center for Conservation, including the overall visitor experience on Cibolo properties. Ensure teamwork and effective execution of volunteer events.

Essential Functions/Responsibilities

- Interact with a positive, grateful manner with Cibolo volunteers and guests
- Serve as an outgoing and constant ambassador for the Cibolo mission, ethic, and staff values
- Communicate with all departments of the organization to identify available opportunities and needs for volunteers
- Staff and schedule volunteers to fulfill multiple positions and roles across the organization
- Recruit and train volunteers of all ages and abilities to fit roles using a variety of resources and techniques including calls, public speaking, digitally, community partnerships, tabling, and more
- Work with special volunteer groups like companies, universities, schools and community service workers
- Match volunteers to opportunities that suit their skill sets and time available, and ensure they understand their responsibilities
- Schedule, coordinate, and assign volunteers to appropriate departments, supervisors, and/or mentors
- Provide regular training sessions and continuing education opportunities for volunteers for programs and services at the Cibolo Center for Conservation

- Communicate regularly and in a timely manner with volunteers about available opportunities and appropriate placement for individual skills and goals
- Maintain an up-to-date database, files, records, applications, and other data concerning volunteer program
- Draft, maintain, and publish guidelines, best practices, and procedures for volunteer program
- Coordinates in partnership with the Development Department, volunteer recognition and appreciation events and activities
- Performs other related duties as required

Required Skills and Abilities

- Excellent interpersonal skills
- Strong written and verbal communication skills
- Excellent organizational skills and attention to detail
- Strong leadership skills with ability to motivate and encourage others
- Proficient with Microsoft Office Suite or related software

Preferred Skills and Abilities

- Previous experience in volunteer recruitment and management
- Previous experience in marketing, community networking, human resources, organizational development, database management, and/or nonprofit administration
- Basic naturalist skills
- Familiarity with Cibolo Center for Conservation properties, opportunities, and events

Education

- Bachelors Degree in related field highly preferred

Physical Requirements

- Prolonged periods sitting at a desk and working on a computer
- Ability to work outdoors in all seasons and all weather conditions 60% or more of each day.
- Ability to safely navigate a variety of surfaces, walk long distances, stand for extended periods of time, sit, kneel, stoop, crawl, twist, reach above head, climb stairs or ramps, lift, carry up to 30 pounds

To Apply

To apply, please submit a letter of introduction and a current resume to hr@cibolo.org with *Volunteer Coordinator* in the subject line. The position will remain open until filled.