



<b>Job Description Title:</b>	<b>Volunteer Coordinator</b>
<b>Department:</b>	Program
<b>Reports to:</b>	Executive Director
<b>Position:</b>	Part-time
<b>Work Schedule:</b>	<b>12- 16</b> hours per week
<b>Benefits:</b>	Worker's Compensation Insurance, three paid sick days/year

### Introduction

Halleck Creek Ranch (HCR) is a special community of riders, donors, and volunteers that offers high-quality therapeutic horseback riding instruction to people with special needs from throughout the Bay Area. A pioneer in the field, HCR has operated since 1977 on a historic 60-acre ranch nestled in the hills of West Marin.

### Overall Responsibility

The Volunteer Coordinator is responsible for ensuring all HCR programs have sufficient volunteers to meet the needs of the program. The position is responsible for all aspects of the volunteer program including recruitment, training, data management, task management, scheduling, support, and recognition of sufficient volunteer resources to support Halleck Creek Ranch program operations and special events. They must have public speaking experience, and be able to easily discuss HCR's mission, programs, and services to the public. They shall have a proven commitment to individuals with special needs and knowledge of issues surrounding those with disabilities.

### Qualifications

- Ability to read, write, and speak English
- Strong administrative skills and an ability to maintain records, as well as produce clear written and oral reports
- Excellent organizational skills
- Excellent communication skills, written and verbal
- Strong interpersonal skills: personable, outgoing, patient, professional, nonjudgemental
- A capacity to inspire and motivate others
- Self-starter with the ability to meet deadlines and goals with minimal supervision and direction
- Ability to manage multiple tasks simultaneously, and to remain calm and find solutions in stressful situations
- Computer proficiency – especially Microsoft Office: Excel, Word and Outlook
- Familiarity with volunteer programs and best practices for recruitment and management
- Ability to supervise and delegate responsibilities
- Ability to train people in specific tasks
- Knowledge of good horse handling, horsemanship principles and practices
- Knowledge of therapeutic riding in general

### Responsibilities

- Administration and Management
  - Develop, implement, and evaluate effective volunteer recruitment and retention strategies
  - Develop, implement, and evaluate internal volunteer policies and procedures including volunteer job descriptions

- Develop and maintain systems to track volunteer status during recruitment and enrollment/training
  - Meet with department heads weekly to ensure understanding of their needs, development of appropriate volunteer opportunities, evaluation of current volunteer performance, and full utilization of volunteers
  - Update Etapestry database with volunteer records
  - Communicate events and notices to volunteers via mail, email, phone, website, Facebook and bulletin board
  - Produce weekly volunteer eNewsletter (Halleck Hoofbeats)
  - Attend staff meetings as required
- Recruitment
    - Actively recruit volunteers through the use of HCR's website, other vendor sites, print media, community calendars, public speaking, and attendance at community events, including school out-reach events
    - Responsible for initial contact, distribution & collection of applications, tracking volunteer responses, maintaining volunteer files
    - Review incoming applications to assess skills, availability, and interest to find the right opportunity based on the applicant's and organization's needs
    - Schedule appropriate applicants for orientations, trainings
    - Encourage existing volunteers to return for the following term assuring a high volunteer return rate
    - Recruit volunteers from existing volunteer base and from the community to assist with special events
    - Network with other community organizations for volunteer recruitment
- Orientation and Training
    - Prepare for, schedule, and run monthly volunteer orientations/trainings
    - Prepare and verbally deliver a concise orientation for new volunteers, including an overview and history of HCR, as well as the duties and responsibilities of a volunteer
    - Serve as a liaison between volunteers and program staff
- Scheduling
    - Coordinate with the Program Director regarding the scheduling of volunteers to meet the needs of weekday riding lessons, Saturday trail rides, office assistance, and facility maintenance
    - Assist the Program Director and instructor staff with the scheduling of orientations and continuing education classes
    - Follow up with volunteers on a regular basis to ensure that they are aware of our expectation of their fulfillment of their commitment to our organization
- Volunteer Recognition
    - Schedule and coordinate volunteer recognition event(s)
    - Organize the process of nominating and awarding volunteer honors
- Other
    - Must be able to act as a Program Volunteer (lead horses, sidewalk riders) if and when requested to do so
    - Keep the Volunteer Club House organized, clean, and user friendly.
    - Accomplish other duties and responsibilities as directed by the Executive Director

**If interested, please submit a resume and cover letter via email to Molly Scannell, Executive Director, [msscannell@halleckcreekranch.org](mailto:msscannell@halleckcreekranch.org)**