



Volunteer Coordinator

Full-time (40 hours week) exempt position / Tuesday – Saturday

Salary Range: \$64,480 – \$70,000, DOE

Health insurance, paid vacation, sick leave, holidays

Opportunities for on-going education and training

Location: Nicasio, California

About Halleck Creek Ranch

Founded in 1977, Halleck Creek Ranch invites people with disabilities, and their families, to live a “life without barriers” through equine-assisted activities and therapeutic horseback riding. Through riding and working with our horses, our program participants experience a unique sense of freedom and mobility, allowing them to imagine the future, and to enjoy the present, in a way they never thought possible. For the volunteers who serve in our programs, their interactions with the participants teach them that people with disabilities can do anything they want to, they just have to do it a little differently. The relationships between our participants, volunteers, and horses establish connections that benefit our entire community.

Halleck Creek Ranch (HCR) was founded on the guiding principles of diversity, equity, and inclusion. At HCR, we cultivate a culture of inclusion, celebrate people for who they are, and focus on what their capabilities are.

Experienced, open-minded, and enthusiastic employees are critical to our ability to connect people with disabilities and horses, strengthen our community, and to achieve our mission.

Position Summary

The Volunteer Coordinator (VC) is responsible for ensuring there are sufficient volunteers to meet the needs of all program operations and basic ranch facility upkeep. The position is responsible for all aspects of the volunteer program including recruitment, training, data management, task management, scheduling, support, special events and recognition. The VC must have public speaking experience, and be able to easily discuss HCR’s mission, programs, and services to the public. The VC shall have a proven commitment to individuals with special needs and knowledge of issues surrounding those with disabilities, as well as basic knowledge of horsemanship.

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, compassionate, professional
- 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, remain calm and problem solve in stressful situations
- Able to walk up to 5 miles a day on uneven terrain, stand for prolonged periods and lift up to 30 pounds
- Knowledge of humane horse handling, horsemanship principles and practices
- Knowledge of therapeutic riding in general
- Computer proficiency – especially Microsoft Office Excel, Microsoft Office Word, email
- Familiarity with volunteer programs and best practices for recruitment and management
- Ability to supervise and delegate responsibilities
- Ability to train people in specific tasks

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 and the volunteer handbook
 - 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
 - Enter and update volunteer records in our Etapestry database
 - Communicate and coordinate events and notices to volunteers via mail, email, phone, website, social media and bulletin board
 - Produce volunteer eNewsletter (Halleck Hoofbeats) with support from Program Director
 - Assist other team members as needed, including administrative tasks and with items directly concerning our equine-assisted and therapeutic horseback riding programs and our horses
 - Attend staff meetings as required
- Recruitment
 - Actively recruit volunteers through the use of HCR's website, other vendor sites, social media, 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

- o Review incoming applications to assess skills, availability, and interest to find the right opportunity based on the applicant's and organization's needs
- o Schedule appropriate applicants for orientations, trainings
- o Encourage existing volunteers to attend additional trainings, volunteer enrichment activities, as well as return for the following session assuring a high volunteer return rate
- o Be willing to help facilitate special events and recruit volunteers from existing volunteer base and from the community to assist
- o Network with other community organizations for volunteer recruitment
- o Be willing to research and test new avenues and different opportunities for volunteer recruitment

- o Orientation and Training
 - o Schedule, prepare and verbally deliver a concise orientation and level 1 training for new volunteers, including an overview and history of HCR, disability awareness, as well as the duties and responsibilities of a volunteer
 - o Schedule and assist in the presentation of volunteer trainings
 - o Serve as a liaison between volunteers and program staff; bring volunteers questions/concerns to the attention of program staff as appropriate

- o Volunteer Scheduling, Retention, and Recognition
 - o Coordinate with the Program Director to schedule adequate numbers of effective volunteers to meet the needs of programming, office assistance, and facility maintenance
 - o Coordinate with the Ranch Caretaker to schedule adequate numbers of effective volunteers to meet the needs of special projects and day-to-day facility upkeep
 - o Follow up with volunteers on a regular basis to offer them support, feedback and opportunities for growth
 - o Follow up with volunteers to ensure that they are aware of our expectation of their fulfillment of their commitment to our organization
 - o Assist the Program Director and instructor staff with development and scheduling of on-going education opportunities for volunteers
 - o Schedule and coordinate volunteer enrichment and recognition event(s)
 - o Compose and submit written nominations for outstanding volunteers (ie. Heart of Marin awards, Marin IJ Volunteer of the Week, etc.)

- o Fundraising
 - o Develop volunteer base to help procure gifts (both monetary and in-kind) for program and fundraising events
 - o Develop and manage a volunteer team to help in efforts leading up to, during, and following fundraising events, such as the Buckles & Bling Annual Dinner and Auction

- o Other
 - o Must be able to assist instructors when needed during the lessons in regards to Program Volunteer management and workflow
 - o Must be able to assist Program Volunteers with grooming and tacking, as well as act as a Program Volunteer (lead horses, sidewalk riders) if and when requested to do so
 - o Must be able to occasionally work evenings or run an off-site errand (to restock the volunteer clubhouse with snacks, pick up items for special events, etc.)
 - o Keep the Volunteer Clubhouse up-to-date, organized, stocked, and user friendly

- o Accomplish other duties and responsibilities as directed by the Program Director and Executive Director

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

EEO (Equal Employment Opportunity) Statement:

Halleck Creek Ranch (HCR) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. HCR does not unlawfully discriminate on the basis of race, color, religion, sex (including pregnancy, childbirth, or related medical conditions), gender identity, gender expression, national origin, ancestry, citizenship, age, physical or mental disability, legally protected medical condition, family care status, military or veteran status, marital status, domestic partner status, sexual orientation, genetic information, or any other basis protected by local, state, or federal laws.

When necessary, the HCR also makes reasonable accommodations for disabled employees and for pregnant employees who request an accommodation, with the advice of their health care providers, for pregnancy, childbirth, or related medical conditions.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. HCR makes hiring decisions based solely on qualifications, merit, and business needs at the time.

To Apply:

Submit a resume and a cover letter summarizing why you are interested in the position to mscannell@halleckcreekranh.org. No phone calls please. Cover letter required for review of application.

For additional information: <https://halleckcreekranh.org>