



Volunteer Coordinator and Internship Manager

ABOUT:

Botanica, The Wichita Gardens, is a botanical garden located in the Riverside neighborhood of Wichita, KS. Botanica opened in 1987 and hosts thousands of guests each year. Winner of multiple national and regional awards, Botanica is known for its robust plant collections, outdoor sculptures, annual tulip display, and holiday light show. The volunteer core work in a variety of capacities across the gardens and are instrumental members of the Botanica Team.

This is a full-time, 40 hours per week, position. Benefits include health and dental insurance, paid holidays, and accrual-based paid time off. This position is expected to attend all major events.

DISTINGUISHING FEATURES OF WORK

This position is responsible for the management of Botanica's volunteer program which has over 1,000 active volunteers who annually contribute nearly 25,000 service hours. This position reports directly to the Director of Development. Major assignments are received from the Executive Director and Director of Development; however, the Coordinator is expected to act independently and proactively with all departments to ensure volunteer needs are met and schedules are well-maintained.

EXAMPLES OF WORK PERFORMED

- Recruit, schedule, coordinate, direct and retain volunteers for various events, programs and services, including, but not limited to, the gardening team, special events, guest services, and educational programming.
- Coordinate volunteer appreciation events, including monthly meetings, luncheons, and the Annual Volunteer Dinner
- Regularly and proactively present volunteer opportunities to businesses, school groups, community organizations and individuals
- Coordinate with school groups, businesses, community organizations and individuals to program and schedule volunteer activities at Botanica
- Maintain volunteer records and track service hours
- Conduct volunteer orientations
- Provide volunteer onboarding, training and assistance
- Monitor volunteer performance and provide feedback
- Create, maintain and update, as needed, a volunteer manual
- Create a monthly E-newsletter identifying volunteer opportunities
- Provide general customer service support to visitors
- Develop, launch, and oversee an internship program for secondary and post-secondary students to gain meaningful job experience in a dynamic multigenerational organization
- Perform other related duties as assigned.
- These examples are not intended to be all-inclusive.



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REQUIREMENTS OF WORK

- Ability to use a computer to access, interpret and record information
- Proficiency in the use of applicable computer software (Word, Outlook, Excel, Volgistics) and databases
- Ability to effectively plan, organize and provide instructions for the work of others
- Ability to maintain records and prepare reports
- Ability to follow verbal and written instructions
- Ability to develop and maintain effective working relationships with associates, representatives of other organizations, and the public
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to work extended and/or irregular hours including nights, weekends and holidays, as needed
- Ability to work outdoors when inclement weather conditions exist
- Ability to safely operate golf carts and maintenance vehicles
- Ability to tolerate airborne nuisances associated with open grounds and windy conditions
- Ability to lift and carry bulky items
- Ability to perform tasks that require one to push, pull, climb (in and out of vehicular equipment), bend, twist, reach, stand, and walk about (up to a half mile at a time)
- An employee shall not pose a direct threat to the health or safety of other individuals in the workplace.
- Ability to acquire and maintain a valid Kansas Driver's License

REQUIRED EXPERIENCE AND TRAINING

- A minimum of 2 years of experience working in a comparative position working with volunteers
- An equivalent combination of education, experience and training may be considered
- Proven track record of excellent organizational, communication and interpersonal skills
- Must be legally authorized to work in the United States without the need of sponsorship

PREFERRED QUALIFICATIONS

- Bachelor's degree in administration, education, business or other related field

COMPENSATION AND BENEFITS

- \$40,000 - \$50,000, plus health and dental insurance, paid holidays, and accrual-based paid time off



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HOW TO APPLY

Botanica is an Equal Opportunity Employer (EOE). It is our policy to comply with all applicable local, state, and federal laws prohibiting discrimination in employment based on race, religion, color, sex, age, national origin, disability, or any other protected classification. We encourage you to email your current resume to jobs@botanica.org for employment consideration. We respectfully request no phone calls.