



## **BTA Volunteer Program Coordinator**

### ***QUALIFICATIONS***

- Associates degree or relevant experience, experience in non-profit organizations a plus
- Ability to manage multiple priorities
- Effective leadership and team building skills
- Good supervisory skills
- Ability to work with many diverse groups
- Enthusiastic self-starter able to perform with minimal supervision
- Integrity, organization and attention to detail; as well as, ability to work independently and multi-task.
- Team Player
- Evening and Weekend work required
- Strong Communications Skills
- Strong Interpersonal Skills
- Excellent Computer Skills

### ***APPOINTMENT***

The BTA Volunteer Program Coordinator (VPC) is an AmeriCorps position selected by the Executive Director to serve on site in the BTA office. The VPC reports to the Executive Director for an indefinite term. The VPC is also in close communication with various BTA Board committees, teams, BTA Chapters and individual volunteer leaders.

### ***RESPONSIBILITIES***

The Volunteer Program Coordinator will develop, implement, and manage the volunteer program for the BTA, as time and skills allow. Primary responsibilities include the recruitment, scheduling, and coordination of individual volunteers, local groups, work groups, and youth for all volunteer positions within the organization. Position will monitor program effectiveness and make improvements. Position will report volunteer hours to partner organizations, individual

volunteers, and BTA volunteer leaders and staff as needed. The names and information for all persons who volunteer will be tracked by VPC

a) A major responsibility of the VPC is placement of Section Supervisors and potential Trail Adopters. Therefore, the VPC:

- 1) Maintains the Trail Rosters with the Section Supervisors for all the sections showing the assignments of the Section Supervisors and Trail Adopters.
- 2) Ensures that each Section Supervisor has a current Adopter list and map for his/her section.
- 3) Provides the Section Supervisor with potential Adopters to fill open segments by using the Volunteer Data Sheets or other communications from volunteers.
- 4) Provides handbook and necessary forms to new volunteers

b) A second responsibility of the VPC is to review the submitted names and data of volunteers and refer other volunteers to the appropriate BTA committee or responsible person.

### **Volunteer Recruitment**

- Recruit volunteers for all areas of the BT or work with Chapters and Supervisors to do so
- Develop training programs for volunteers in trail construction, general office support, and others as identified
- Produce written informational/educational material for volunteer outreach
- Respond to all volunteer inquiries
- Interview and place volunteers for specific duties
- Prepare Volunteer Job Descriptions
- Recruit new Volunteer Leaders for the Buckeye Trail Crew, Committees, etc.
- Represent the BTA in the community through presentations

### **Volunteer Coordination**

- Greet groups on site/attend Work Parties and take photos
- Coordinate Corporate Sponsor volunteer days
- Facilitate post volunteer recognition program
- Schedule volunteers for BTA events (i.e. Buckeye TrailFest, E.G.G.S. Hike)
- Oversee staging and related logistics for events
- Maintain volunteer database
- Develop Volunteer Coordination plan for each event
- Establish skills based volunteer assignments

### ***General Member Responsibilities:***

- Enhance skills and knowledge applicable to position through participation in related workshops, conferences and training.
- Attend all required meetings
- Complete 1 activity report monthly, required timesheets and monthly reports in the OnCorps system online system
- All other duties as assigned within the limitations of this member description.

Additional information: The Rural Action Community & Education offices are accessible to individuals with disabilities.

Rural Action and Ohio Stream Restore Corps will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. This program will be made available to all without regard to race, color, national origin, sex, age, disability, political affiliation and religion.

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Print name, OSRC Member

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Sign

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Date