



## **Part-Time Position with Growing Hope in Ypsilanti, Michigan VOLUNTEER COORDINATOR**

### **Job Description**

Growing Hope is a grassroots non-profit organization dedicated to empowering individuals, groups and communities through gardening and increasing access to healthy food. We are seeking an experienced and dedicated part-time (20 hours per week) Volunteer Coordinator. This position will oversee the utilization of volunteers throughout the organization. The Volunteer Coordinator will continue effective volunteer training, retention and evaluation of volunteer efforts/impact. Keeping abreast of best practices in the field is a must for this position. The Volunteer Coordinator will be responsible for tracking volunteers and their time within our database, Giftworks. And, this person will both lead and manage volunteers, and place volunteers in roles with other organizational staff. This position is responsible for updating and distributing outreach materials surrounding volunteer opportunities as well as keeping our website and other area volunteer sites/postings up to date.

### **Qualified candidates will exhibit the following:**

- Highly skilled communicator (oral, written), experience working with people from diverse backgrounds and comfortable communicating in person, by phone, email, in front of groups, and to a variety of audiences.
- Volunteer management/coordination experience; Supervision/management experience of people at a variety of skill levels
- Ability to interface with multiple education and community stakeholders, including community members, organizational partners, diverse communities, et al.
- Strong organizational and self-management skills, including excellent follow-through.
- Passion for Growing Hope's mission and work. Dedication to working as a member of and in partnership with diverse communities.
- Project management expertise; experience with database management.
- Working knowledge of gardening, urban farming, nutrition, cooking, and farmers markets a plus
- Experience in nonprofit and community-based organizations; community organizing experience a plus
- Experience in coordinating and leading teams, including with volunteers
- Desire to encourage local community members to share ideas, talents and resources.
- Comfort in use of computers (Mac & PC) and technology on a daily basis.
- Experience with database management- Giftworks experience a plus.
- Ability to lift 30 lbs and work in outdoor, hot, cold and/or rainy conditions.
- Willingness to adapt to changing organizational conditions and extremely limited resources.
- Creativity, flexibility, resourcefulness and positive thinking.



- Flexibility to work non-traditional hours, including evening and weekends as scheduled
- Preference given to Ypsilanti-area residents or those willing to relocate to and engage in the Ypsilanti community
- Belief in asset-based, social justice approach.
- Clean background check, driving record, and valid drivers license will be required.

**Compensation:** \$15 per hour for approximately 20 hours per week (50% FTE).

**To apply:** Application is rolling and open until filled, with a start date in March. Resume & 2 page cover letter, complete with reference contact information, to Amanda Edmonds, Executive Director at [apply@growinghope.net](mailto:apply@growinghope.net). Samples of written or visual work also welcome, though not required.

*Growing Hope is an Equal Opportunity Employer and does not discriminate potential employees based on race, creed, age, color, disability, national origin, sex, gender identity, sexual orientation or marital status. We encourage the following groups to apply: people of color and individuals who possess an in-depth understanding of poverty or economic hardship.*