



*myriad botanical*  
**GARDENS**

**Volunteer Coordinator**

**Position Type: Non-Exempt, Full-time**

**Location: Myriad Botanical Gardens**

**Organization Overview**

Myriad Botanical Gardens is a 17- acre botanical garden and urban park in the heart of downtown Oklahoma City. It is home to the Crystal Bridge Tropical Conservatory, a 10,000 sq. foot tropical plant conservatory, and is an Oklahoma City landmark. In 2010-11, the Gardens underwent a \$43 million redesign to include new gardens, activity areas and facilities that include: a Children's Garden, interactive water features, a Great Lawn and Band shell, restaurant, seasonal ice rink, ponds, dog park, and new classroom facilities.

The redesign of the Myriad Botanical Gardens is part of a larger, long-term comprehensive and innovative urban renewal and quality of life improvement effort for the entire City of Oklahoma that has garnered national awards and attention for its highly successful results including the 2015 Urban Land Institute's Open Space Award.

**Job Summary**

Reporting to the Director of Education, this position manages and coordinates the Myriad Botanical Gardens' volunteer program and assists the Education Department with group tour registrations and docent scheduling.

Under general supervision, this position is responsible for effectively and efficiently involving volunteers in meaningful tasks and projects to assist Gardens' staff in all department areas and ensure volunteers feel appreciated and valued.

This position will accept primary responsibility for planning and managing the overall volunteer program at the Gardens. The Volunteer Coordinator will recruit, hire, train, evaluate, thank/recognize, and schedule volunteers and be the official communicator to and with all volunteers. This position will manage the volunteer database, on-line scheduling and all records associated with the program. This position will collaborate with all staff to determine volunteer needs, write volunteer job descriptions and recruit, train and schedule for those positions/tasks.

**Key Responsibilities**

Work closely with the Education, Public Events, Horticulture, Marketing & Communications, Facilities and Development staff to align the volunteer program with the Gardens' mission and strategic plans.

Accept primary responsibility for planning and managing the overall volunteer program at the Gardens. Recruit, hire, train, evaluate, schedule and be the official communicator for volunteers to assist across all department areas and keep all records associated with the volunteer program.

Collaborate with all staff to determine volunteer needs and then write job descriptions and recruit, train and schedule for those positions/tasks.

Actively seek and implement best practices in volunteer management by collaborating with staff, board members and other organizations. They will also attend training programs and search out other ways to ensure the Gardens are maintaining an effective volunteer program.

In coordination with the Director of Education, Curator of the Crystal Bridge Conservatory and Director of Horticulture, recruit for, lead and evaluate docent trainings for educational tours of the Conservatory and outdoor gardens and plant collections.

Provide regular on-going training for all volunteers as needed so they are motivated, knowledgeable and effective volunteers for the organization.

Write and produce a monthly volunteer e-newsletter to update volunteers on Gardens' events, news, volunteer opportunities and to spotlight volunteers while acknowledging their service to the Gardens.

Engage volunteers in planning and executing a fundraiser, related to the Gardens' mission, to encourage volunteer participation and buy-in and to raise funds for the Gardens.

Create and present Myriad Garden's-related presentations for on and off-site appearances to raise awareness about the Gardens' mission and ways volunteers are needed to further our mission in the community.

Train and implement MBG employees on the Garden's Customer Service program, including external and internal customer service.

Produce other materials as needed for the overall program and recruitment needs.

Attend staff meetings to coordinate volunteer needs for regular and special event programming and communicate key information on the volunteer program.

Plan regular programs/events that will thank and acknowledge Gardens' volunteers and help build a sense of volunteer camaraderie/community at the Gardens.

Lead and manage the Crystal Bridge adult group tour program, from group tour registration, scheduling docents to greet and lead group tours, to coordinating catering and space needs for group tours with our in-house catering service and arranging for any tour participants who may require special accessibility needs.

Work with the Director of Education to plan and manage budget expenses and revenues associated with operating the volunteer program.

Other duties related to the volunteer program, educational group tours and other events and projects as needed.

### **Requirements**

- A B.A. or B.S. is preferred with at least 3-5 years of experience in non-profit volunteer or program management.
- Requires a high degree of organization, multi-tasking, attention to detail, time management and ability to be both self-directed and work within a team environment.
- Must have excellent written and oral communication skills and model outstanding customer service skills and attitude.
- Demonstrated ability to train, motivate, and lead volunteers to provide needed help to the Gardens and provide an atmosphere for people to give back to the community in a meaningful and enjoyable way.
- Ability to plan, prioritize, delegate and follow through.
- Fundamentally tech savvy and proficient with Microsoft Office Suite.
- Ability to plan and manage department and project budgets.
- Ability to work with all ages and speak in front of groups.
- Must be able to work some weekend and evening hours for special events and volunteer receptions.

### **Compensation**

Myriad Botanical Gardens offers a competitive salary with an excellent benefit package including: health, dental and vision insurance, matching 401(k) retirement plan, vacation and continuing education opportunities.

To Apply: Please e-mail a cover letter, resume and 3 letters of reference by April 17, 2017 to: Dr. Ann Fleener, Director of Education at: [afleener@myriadgardens.org](mailto:afleener@myriadgardens.org).