



Winnebago County
Forest Preserve District
5500 Northrock Drive
Rockford, IL 61103
Phone: 815-877-6100/Fax: 815-877-6124

PART TIME VOLUNTEER COORDINATOR

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Works with Department heads to determine volunteer needs.
- Selects and places volunteers according to project and organizational needs and suitability and skills of the volunteers.
- Coordinates or assists with the coordination of volunteer events such as seed harvests, tree planting, educational programs and special events.
- Works with the Director of Marketing and Community Services to prepare news releases and other promotional material to promote volunteer and public events.
- Develops recognition, retention and motivational programs for volunteers.
- Serves as the administrator for the management of the volunteer program and tracks, records and reports on volunteers, hours and activities.
- Attends volunteer activities and workdays to assist with projects and direct volunteers as needed.
- May work irregular hours such as evenings and weekends to participate in or coordinate volunteer activities or events.

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of desktop software to create and manage statistical data and records for volunteers and events.
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers.
- Ability to follow through on projects from beginning to end without direct supervision.
- Able to make effective oral, written and graphic presentations and publications.
- Able to travel to work sites on volunteer work days and events in personal vehicle.

QUALIFICATIONS:

Bachelor's Degree (B.A.) from four-year college or university, one or two years related experience and/or training, or equivalent combination of education and experience.

Visit and fill out employment application at wcfpd.org. Send resumes to Winnebago County Forest Preserve District, 5500 Northrock Drive, Rockford, IL 61103.

RATE: \$12.00/Hour up to \$12,000 Annually

WORK HOURS: up to 20 Hours/Week and up to 50 Weeks/Year