

Outreach Coordinator

Job Description

Manage the Friends of Sleeping Bear Dunes Outreach program. The Friends are an official Park Partner organization and can have a table/tent at Park events or high visitor use areas (e.g. Dune Climb, Sleeping Bear Heritage Trail, Glen Haven, or PS Drive) to educate visitors about the work we do in support of the Park and ask for volunteers and donations.

We would like to have a table/tent at many of the Park events throughout the year. We have informational materials, a table, and a tent, but we need volunteers to be there to set up, take down, and staff it during the events.

The Outreach Coordinator is responsible to organize the volunteers and materials for each event.

The volunteers and coordinator will report their experience and volunteer hours on the Friends web site: www.friendsosleepingbear.org.

The duties of the Outreach Coordinator include:

- Work with the Public Relations Director to identify Park events that we want to have a presence at. Define the dates and times for the table/tent to be set up.
- Make sure that table, tent, printed materials, donation box, etc. are available for the volunteers to use.
- Make sure volunteers put the materials back after the event.
- Make sure that donations are secure, counted, and deposited in the Friends bank account after each event. Report donations to the Bookkeeper and Public Relations Director.
- Make sure that any volunteer registration forms or contact information for potential volunteers or donors are sent to the Volunteer Recruitment Manager.

Required Experience

Group organizational skills
Communication skills
E-mail

Required Training

Training is provided by the Friends of Sleeping Bear Dunes.

Time Commitment

2-4 hours per week in the High Season (May – September) to coordinate.

During Low Season (October – April) very little time is required.