

Volunteer Hours Coordinator

Job Description

The Friends of Sleeping Bear Dunes manages volunteers for Sleeping Bear Dunes National Lakeshore on a number of projects. Volunteers report their hours of service either by reporting online through the Friends web site or by filling out a sign-up sheet at the project site.

The duties of the Volunteer Hours Coordinator include:

- Download volunteer reports from the Friends web site at the end of each month
- Receive a paper copy or scan of volunteer sign-up sheets from projects that do not report through the web site
- Consolidate the volunteer hours for each project for that month into a spreadsheet.
- Share the updated spreadsheet with Park Volunteer Coordinator, the Friends Membership Director, and project managers for the projects included in the report.

Projects included in this reporting are:

- Administrative projects
- Accessibility
- SBHT Ambassadors
- Adopt-A-Beach
- Adopt-A-Highway
- Adopt-A-River
- Adopt-A-Trail
- SBHT Trail Crew
- Kettles Trail
- Echo Valley Trail
- Field Mowing

Required Experience

- Access to the Internet and e-mail required.
- Knowledge of spreadsheets (Excel) required.

Required Training

Training is done by Friends of Sleeping Bear Dunes

Time Commitment

Approximately 4 hours per month.