

Volunteer Recruitment Manager

Job Description

The Friends of Sleeping Bear Dunes is an all-volunteer organization. Finding volunteers with the right skills and experience to fill a wide variety of jobs is critical to the success of the organization. Volunteers come to the Friends through a variety of paths: personal networks or friends and neighbors, donors sometimes become volunteers, NPS Volunteer Coordinator, Friends web site, Friends e-mail list, etc. A database of volunteers and potential volunteers should be established as a resource to find volunteers to fill specific jobs as they come open.

The duties of the Volunteer Recruitment Manager include:

- Work with the board of directors to list and prioritize volunteer jobs that must be filled. Report and get input at each board meeting.
- Develop a recruiting strategy to fill the open jobs based on priority of the board.
- Develop relationships with other volunteer organizations and networks to learn best practices for finding volunteers with specific skills.
- Work with Public Relations to advertise the open jobs and to keep a current list of open jobs on the Friends web site.
- When a volunteer has been identified for a specific opening, introduce the applicant to the Director of the program that has the job opening to initiate NPS volunteer application, project orientation and training.

Required Experience

Communication skills

Required Training

None

Time Commitment

Approximately 12 hours per week.