

## **Outreach Coordinator**

### **Job Description**

The Friends of Sleeping Bear Dunes want to help Park visitors understand the value that our organization brings to the Park and the specific projects that we support. One way of doing that is to have a physical presence in the Park during high visitation areas and events, so that visitors can pick up Friends literature, sign up as volunteers, or make donations in support of the Park. The Outreach Coordinator manages our outreach program.

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 duties of the Outreach Coordinator include:

- Work with the Public Relations Director and Park Staff to identify Park events that we want to have a presence. Define the dates and times for the table/tent to be set up.
- Recruit volunteers to hosts the Friends table. Provide them with the location, shift times, and talking points.
- Make sure that table, tent, printed materials, donation box, etc. are available for the volunteers to use.
- Make sure all materials are returned to their specific storage areas.
- Make sure that donations are secure, counted, and deposited in the Friends bank account after each event according to cash handling procedures. 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.