

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, friends and neighbors, the NPS Volunteer Coordinator, the Friends web site, the Friends e-mail list, and donors sometimes become volunteers, etc.

The duties of the Volunteer Recruitment Manager include:

- Work with the Board of Directors, the Nominating Committee Chair, and the HR Manager to identify and prioritize volunteer jobs. Report and get input at Board meetings.
- Develop a recruiting strategy to fill the open jobs based on the Board priorities.
- In consultation with the HR Manager, work with the Friends Communication Team to advertise open jobs and to publicize a current list of open jobs.
- Email reply to each new Friends member who signs up through the Friends website. Welcome and provide information on new member training based on the new volunteer's interests, talents, and time availability. Training can be done in one of two ways:
 1. If the registration is submitted online in spring, the new member can be guided to the annual Friends training.
 2. Conduct individual or small group general orientation for any who do not attend the annual Friends training. In the interview/training determine what volunteer areas are a match for the new volunteer. Include:
 - a. Friends and Park organization chart information,
 - b. Park Volunteer Service Agreement, (Return completed form to Park Volunteer Coordinator)
 - c. Information on how to address Park visitor situations,
 - d. Emergency and non-emergency Park phone numbers and when to use them,
 - e. Importance of and how to log volunteer hours,
 - f. After the interview and after the volunteer has committed to a specific position, connect the applicant to the manager of the program that has the job opening to initiate specific volunteer project orientation and training.
 3. Setup, coordinate with Park Volunteer Coordinator, and create PR for the annual Friends Spring Training.

Required Experience

Communication skills

Knowledge of the Friends and Park organizations

Knowledge of Friends volunteer positions and contact persons

Required Training

Can be done by outgoing Volunteer Recruitment Manager and/or the HR Manager and the

20200122 kc

Nominating Committee Chair.

Time Commitment

Approximately 12 hours per week during spring and summer. Less in the fall and winter.