

Position Description: Volunteer Coordinator

Now Hiring: Volunteer Coordinator

EarthDance Organic Farm School is seeking applicants for the AmeriCorps position of Volunteer Coordinator. The successful candidate for this position will build the capacity of EarthDance through the exploration of available community volunteer support, improvement of the organization's ability to train, track, and appreciate volunteers, and continual commitment to maintain highly effective volunteer management practices.

The position will begin in July 2018. AmeriCorps positions entail a 12-month commitment, but may become a full-time permanent position pending funding and organizational need.

Organization: EarthDance

Mission: EarthDance sustainably grows food, farmers, and community, one small farm at a time, through hands-on education and delicious experiences.

Position: Volunteer Coordinator

Location: EarthDance Organic Farm School, 233 S. Dade Ave, Ferguson, MO 63135

Hours: 40 hours/week

Job Description Summary:

EarthDance is seeking a self-motivated and resourceful individual with excellent communication, organizational, and interpersonal skills to serve as our Volunteer Coordinator. The Volunteer Coordinator's time will be spent on the farm, leading farm tours and volunteer crews; in the office scheduling, tracking and strategizing; and in the community, recruiting volunteers and communicating with partner organizations.

The Volunteer Coordinator will:

- Develop EarthDance's volunteer management system
- Coordinate volunteer activities on the farm and at special events
- Follow up with volunteer groups and individuals to build lasting volunteer relationships
- Create documents and databases, and establish protocols for recruiting, training, and retaining and tracking volunteers
- Research best practices for volunteer management
- Implement new procedures
- Write a monthly Volunteer Newsletter
- Promote, schedule, and lead private farm tours
- Coordinate with EarthDance staff to determine the organization's volunteer needs for on farm and special events
- Update the volunteer management manual of procedures and documents to serve as training materials for future staff members

Requirements:

- Previous volunteer service
- Experience working outdoors in adverse conditions (heat, humidity, insects, rain, etc.)
- Experience working with diverse populations
- Ability to work effectively in a demanding, high-energy environment and manage multiple priorities, while maintaining a sense of humor
- Professional, friendly, and enthusiastic personality
- Experience working independently and in a team environment with successful outcomes
- Demonstrated strong time management and organizational skills
- Bachelor's degree

Desired Qualifications:

- Knowledge of agricultural and food system issues
- Passion for the good food (sustainable agriculture + food justice) movement
- Experience in horticulture and/or agriculture
- Proficiency with Google Drive and Google Calendar

Primary Responsibilities:

1. Farm Based (45%)
 - a. Lead farm-based volunteer activities
 - b. Lead special events volunteer activities such as greeting, supervising activities, serving, and talking about EarthDance programs
 - c. Lead farm tours
2. Office Based (35%)
 - a. Document and track data on volunteers, tour participants, and produce
 - b. Recruit, train, retain, and track volunteers
 - c. Research best practices in volunteer management
 - d. Produce a monthly volunteer newsletter
3. Community Based (20%)
 - a. Represent EarthDance and recruit volunteers
 - b. Communicate with community partners about volunteer opportunities

Time Requirements: This is a full-time position, requiring 40 hours/week. **Compensation:** AmeriCorps VISTA living allowance (approximately \$1,000/month), end-of-service education scholarship, health care coverage, and an EarthDance CSA Share

Other Requirements:

- Reliable transportation or ability to navigate the public transport system to and from the farm
- Use of personal computer or laptop

To Apply: To apply, please submit a resume and cover letter to work@earthdancefarms.org

Applicants will also need to apply through AmeriCorps. Position open until filled.

For more information on EarthDance Organic Farm School, visit
www.earthdancefarms.org