



## SOUTHWESTERN ILLINOIS RC&D, INC.

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Title: **Volunteer Coordinator**

Position Description Number: **81**

Classification: **Volunteer Corps**

### **Position Summary:**

The Volunteer Coordinator will assist the Operations Manager, as well as the GIS Coordinator and the Coordinator of The Land Conservancy, in organizing volunteer schedules, and assigning work activities, in the event that the paid staff supervisor is unavailable.

### **Key Responsibilities:**

Specific duties include, but are not limited to, the following:

1. Work with the Operations Manager to develop an electronic scheduling system.
2. Coordinate work schedules with the various volunteers.
3. Coordinate with paid staff to ensure that volunteers receive their assignments in a timely and effective manner.

### **Qualifications:**

The Volunteer Coordinator will possess:

1. Strong organizational skills
2. Knowledge of the Microsoft Office Suite, including: Word and Outlook, Access and PowerPoint
3. Access to email.
4. Strong communications skills, including writing, listening and presentation.

### **Supervision:**

This position will report directly to the Operations Manager.

### **Longevity:**

The individual selected for this position is expected to serve for a minimum period of one years.

### **Level of Commitment:**

It is expected that an individual will commit a minimum of 40 hours per month towards activities associated with this position.

### **Workplace Location:**

This position will work out the RC&D office in Mascoutah.

### **Benefits:**

The Volunteer Coordinator is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses

- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills