



Friends of Warner Parks
50 Vaughn Road
Nashville, TN 37221
(615) 370-8053
www.warnerparks.org

Job Title: VOLUNTEER AND EVENTS COORDINATOR

Position Description: The Volunteer and Events Coordinator engages community members to support Friends of Warner Parks and the Warner Park Nature Center. The position is responsible for developing, managing, and supporting all volunteer programs and activities for Friends of Warner Parks (FOWP). In addition, this position shares responsibility for all fundraising events for FOWP. Key performance indicators include volunteer engagement metrics, quality of customer service, volunteer retention, volunteer feedback.

Volunteers

- Manage and coordinate all aspects of the FOWP Volunteer Program, including but not limited to recruitment, selection, placement, training, retention, and recognition of volunteers.
- Recruit, interview, train, supervise, and retain volunteers to support the needs of the organization.
 - Ensure every new volunteer moves through the volunteer onboarding process in a consistent and timely fashion to assure that applicants receive all information and tools needed to be effective volunteers.
 - Collaborate with team members to promote volunteer opportunities and recognition.
 - Work closely with the Warner Park Nature Center to provide volunteers and support programming.
- Create and manage volunteer initiatives and promote volunteer leadership.
 - Further develop Ambassador program to expand volunteer leaders.
 - Lead and/or manage golf cart tours.
 - Work closely with team members to ensure good project planning and coordination of activities.
 - In collaboration with other team members, lead volunteer programs.
- Work closely with team members to foster relationships with corporate partners and facilitate corporate volunteer programming.
- Manage volunteer database software to ensure volunteer data is processed and tracked accurately.
- Plan and coordinate annual Volunteer Appreciation Event.

Events

- Serve as point of contact at events to engage volunteers and ensure clear communication, management, and support.
- Build, manage, and promote relationships with event vendors, Metro Parks and Recreation staff, volunteers, and other constituents.
- Assist Director of Operations with all aspects of FOWP events and attend all FOWP events.

Other

- Assist with social media content.
- Assist with online store and retail space at the Warner Park Nature Center (WPNC), including development of plan for marketing and selling merchandise, managing inventory, and reporting results.
- Other duties as assigned to support the FOWP mission.

- Evening and weekend work is required.

Qualifications

- Bachelor's degree and 2 years minimum experience in volunteer program management and event management;
- Database management and reporting skills;
- Experience in community networking, human resources, organizational development, or nonprofit administration;
- Demonstrated ability to work independently, with minimal day-to-day supervision, and as a member of a small, supportive team;
- Ability to work in a variety of settings, including a shared office environment and outdoors in all seasons.

Reports to: Director of Operations.

The position is full-time with benefits with bi-monthly salary payments commensurate with experience. Interested persons should send a resume and cover letter explaining their qualifications to Jane Avinger:

javinger@warnerparks.org.