



Our Mission: We share our joy of nature to help wildlife and people thrive.

Position: Volunteer Coordinator
Status: Part-Time FLSA Hourly Non-Exempt
Department: Volunteer Programs and Internships
Reports to: Director of Volunteer Programs

POSITION OVERVIEW

Located along the Space Coast in Melbourne, Florida, the Brevard Zoo is an AZA-accredited facility with a diverse collection of over 900 animals representing nearly 200 species. It is also home to the Sea Turtle Healing Center for rehabilitation of wild marine turtles. Brevard Zoo is well-known for its strong conservation ethic and unique attractions, such as kayaking through the Africa area, giraffe feeding, and rhinoceros and various other animal encounters.

The Volunteer Coordinator reports to the Director of Volunteer and Internship Programs. This position will support the goals and objectives of the volunteer and internship program. Promoting positivity and engagement to our volunteers by keeping volunteers inspired and informed. The development of program materials and coordination of volunteer activities.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS

REQUIRED:

- Two years of college or greater in business, Human Resources or related discipline or equivalent working experience
- Strong computer proficiency. Solid experience with word processing, spreadsheet and database management software experience with Microsoft Office suite.
- Excellent verbal, written and communication skills

PREFERRED/DESIRED:

- Prior experience with volunteer program management
- Certificate in Volunteer Management

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

- Demonstrate commitment to Brevard Zoo's mission, values, and strategic plan.
- Assist the Volunteer Programs Manager with all aspects of the volunteer program, including recruitment, placement, recognition, orientation, training, retention, and administration of volunteers and interns, with a dedicated focus on onboarding and recognition support.
- Assist with all aspects of Zoo-sponsored event volunteers, including placement and coordination of volunteers on the day of the event.
- Coordinates logistics for volunteer and intern training and meetings.
- Aide in the planning of volunteer appreciation events and socials.



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- Maintain accurate volunteer computer records in the volunteer software database.
- Track schedule changes, create reports, and communicate needs with volunteer teams.
- Community outreach at local high schools, universities and community events to help spread awareness about volunteer and intern needs.
- Schedule and execute group projects with community partners.
- Represent Volunteer Programs in various committees with input and feedback (including but not limited to Safety, Interpretation, Sustainability).

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal and relationship-building skills with the ability to engage with diverse individuals.
- Demonstrates excellent communication skills and be able to collaborate effectively.
- Excellent organizational, problem-solving, and communication skills.
- Attention to detail.
- Ability to multitask.
- Ability to work with people of all ages.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(L) Light work

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects. If the use of arm/leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as light work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with frequent movement outdoors. Exposure to extreme heat and weather conditions. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently. Must be willing to work in inclement weather including temperatures exceeding 100 degrees and high humidity.

WORK SCHEDULE:

Wednesday – Friday 9 a.m. – 2 p.m.

Saturday 9 a.m. – 5 p.m.

TRAVEL:

As needed.

The above information in this job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with the Zoo's policies on evaluation of personnel.



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Brevard Zoo provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws. Brevard Zoo complies with applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Brevard Zoo expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Brevard Zoo's employees to perform their expected job duties is not tolerated.

Brevard Zoo will not tolerate retaliation against employees who raise concerns or who file a claim of discrimination whether through external agencies or through Brevard Zoo's internal procedures.

Brevard Zoo is committed to an inclusive environment where employees are encouraged to be their authentic selves. We value the diverse qualities, perspectives, and experiences of all individuals. Join us in sharing the joy of nature to help people and wildlife thrive.

FOR HUMAN RESOURCES USE ONLY

Department: Volunteer Programs and Internships
Schedule: 29 hours or less. – 12 months
Content By: Director of Volunteer Programs and Internships
Compensation: Human Resources

Revision:	Date:	Revision Control:	Initiated By:
1.0	03/18/2025	Developed	Kathleen Nichols – Director of Volunteer Programs