



Position: Volunteer Programs Coordinator

Status: Full-time

Description: Located along Florida's Space Coast in Melbourne, Brevard Zoo is a highly acclaimed institution and one of only 233 accredited by the Association of Zoos and Aquariums. A not-for-profit that receives no recurring government funds for operations, the Zoo relies on admissions, memberships, grants and philanthropy to fund its operations and programs.

We are seeking a Volunteer Programs Coordinator who will report to the Director of Volunteer Programs and is responsible for providing support in all aspects of day to day management of the Brevard Zoo Adult Volunteer Program.

Responsibilities and duties:

- Screen volunteer applications, matching volunteers to organizational needs and opportunities.
- Create and maintain training class schedules.
- Assist with recruitment, orientation and training of volunteers.
- Aid with all aspects of annual volunteer appreciation dinner and other events.
- Attend Zoo meetings as required.
- Plan and schedule monthly meetings.
- Track database statistics of volunteers.
- Ensure that volunteers have adequate support to fulfil their assignments/roles.
- Support and monitor strict adherence to all volunteer policies as set by Director.
- Conduct program evaluations and statistical surveys as required.
- Provide guidance and support to staff working with volunteers.
- Assist with administrative duties as required by the Volunteer Programs Director.
- Coordinate group projects.
- Directly interface with donors, corporate partners, sponsors, event attendees/supporters related to campaigns, donations, event auctions, event promotions for follow-up needs and clarifications.
- Administratively oversee grant applications and report tracking to ensure timely and complete submissions and timely reporting.
- Work with other development team members on all administrative and organizational elements associated with the department's two significant annual fundraising events—Safari Under the Stars and Jazzoo.

- Participate with other development team members on execution of monthly Jaguar Society gatherings, periodic board of directors mini-events and periodic mini-donor events; some of which will be early evening and weekend mornings or evenings.

Qualifications:

- Bachelor's degree preferred
- Conflict management skills
- Leadership experience
- Knowledge of volunteerism and volunteer management practices
- Public speaking/facilitation skills
- Proficient in Microsoft Office (Word, Excel and PowerPoint)
- Detail oriented and organized
- Able to multi-task
- Flexible schedule/some weekend and evening work required
- Excellent "people skills" required
- Experience developing and implementing project plans
- Flexibility to work nights and weekends

Benefits:

- Competitive pay, salaried with a flexible daily schedule (some nighttime events necessary)
- Full health benefits package (no deductible) paired with gym membership
- Free dental insurance and optional life, vision, and short-term disability insurance
- 17 days paid time off/year and 9 paid holidays/year
- Matching 403b retirement funds
- Zoo membership and attractionShare programs