



Volunteer/Office Coordinator

(\$39,520 to \$51,563 annually; includes COLA effective 3/1)

Do you love working with people? Can you help identify community needs and match skills? Key Pen Parks is looking for a detail-oriented and focused Volunteer/Office Coordinator to be responsible for building, recruiting, maintaining and recognizing volunteers and volunteer opportunities. The Volunteer/Office Coordinator's responsibilities include recruiting and training new volunteers, keeping a database of volunteer information and skills, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying how people can help Key Pen Parks to the public.

In addition, the Volunteer/Office Coordinator will assist with organizational record keeping. This includes filing, government records retention and organizing years of files. We are a small but mighty organization so all staff help where needed. This position may assist with AP or payroll entry, supporting special events and/or assisting the Executive Director.

There is an informal group of volunteers, but this position will build and grow the program to increase volunteerism in our local parks and community events. A successful Volunteer/Office Coordinator should be meticulous about keeping records and passionate about volunteer work.

Volunteer/Office Coordinator Responsibilities:

- Recruiting, training, and supervising new volunteers.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
- Using marketing tools such as social media platforms, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about Key Pen Parks and volunteer opportunities.
- Coordinating with other staff to learn of volunteer opportunities and matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Organizing training and leading on-the-job training.
- Keeping schedules and records of volunteers' work.
- Preparing codes of conduct and operating procedures for the volunteer program.
- Able to work a flexible schedule, including evenings and weekends.
- This position is currently work-from-home due to Covid, flexible WFH/Office schedule possible in future.

Volunteer/Office Coordinator Requirements:

- Experience in volunteering and recruitment.
- Working knowledge of MS Office, especially Excel and One Drive.



- Excellent communication and interpersonal skills.
- Excellent organization and team building skills.
- Familiarity with government records retention or similar organizational processes
- Self-starter with excellent initiative.
- Some knowledge in Employer Branding and Recruitment Marketing.
- Team player.
- Good time-management skills.

Partial List of Benefits:

- Employer paid WA PERS (Pension)
- 100% paid employee health insurance, partial family coverage
- 10 paid holidays, 1 floating holiday
- Paid sick leave
- FLSA non-exempt position.

To apply, submit a resume and required application to answers@keypenparks.com. Applications can be found at <https://www.keypenparks.com/employment.html>. Position is open until filled with first application review on March 1, 2021.