



## **Volunteer Coordinator**

### **About Countryside**

Our mission is to connect people, food and land by promoting a resilient, sustainable food culture through programs, advocacy and education. We are a leading expert and innovator in conservation farming and community-based food programs, working in partnership with Cuyahoga Valley National Park, its farms, community stakeholders, and food entrepreneurs.

To help us achieve our mission, we rely strongly on our volunteers. There are many opportunities to volunteer with Countryside, and we seek to expand our volunteer outreach, recruitment, tracking, training and retention.

### **Essential Duties – Part time, year-round**

- Manage all elements of volunteering for Countryside; including assessing needs, recruitment, training, placement, appreciation, and retention of volunteers.
  - **This position begins with a time split between Volunteer Coordinator and Farmers' Market Assistant, transitioning solely to Volunteer Coordinator in April of 2019.**

### **Volunteer Coordination – 70%**

- Recruits, coordinates, tracks and schedules volunteers using Volgistics;
- Communicates regularly with volunteer pool to encourage engagement and participation;
- Responsible for volunteer appreciation and recognition;
- Maintains accurate and up-to-date agreements for each volunteer, and develops position descriptions/Job Safety Analysis forms as needed;
- Organizes volunteer orientations and trainings to familiarize volunteers with Countryside's mission;
- Develops creative and innovative ways to engage new pools of volunteers for upcoming markets and projects;
- Attends trainings for Volunteer Supervisors held by Cuyahoga Valley National Park and implements best practices for safety protocols.

### **On-Site Market Management – 30% (Select Saturdays through April 6<sup>th</sup> 2019)**

- Coordinates on-site set up of farmers and vendors, information booth, musicians, cooking demonstrations, and various market events for the duration of Countryside Old Trail School Winter Farmers' Market season.
- Acts as on-site customer service agent and behind-the-scenes troubleshooter;
- Acts as primary contact for market volunteers;
- Responsible for accurate record-keeping of cash, credit, and token transactions, and required data tracking of EBT sales and incentive distribution;
- Other duties as assigned.

### **Key Skills**

- High-level customer service skills, with an approachable, patient, and informative communication style.
- Meticulous cash handling and record keeping.
- Independent and task-oriented work ethic.
- Spirit for community engagement and creative outreach style.

**Schedule Requirements**

Must be available select Saturdays, 6am to 2pm (November 17<sup>th</sup>, December 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, January 12<sup>th</sup> & 26<sup>th</sup>, February 9<sup>th</sup> & 23<sup>rd</sup>, March 9<sup>th</sup> and 23<sup>rd</sup>, and April 6<sup>th</sup>)

Weekday business hours are flexible.

**Additional Qualifications**

- Must be willing to do physical work and be capable of lifting objects ~ 50lbs.
- Must have a valid driver's license and a clean driving record.
- Proficiency with Microsoft Excel and google apps required.
- Ability to learn Volgistics Volunteer Management Software.
- Interest and background in local food and sustainable agriculture issues a plus.

**Compensation**

\$12 per hour

**To Apply**

Applications are accepted on a rolling basis until position is filled; immediate start date preferred. Send a one-page cover letter, one-page resume and three professional references to Serena Jones, Farmers' Market Manager, at [sjones@cvcountryside.org](mailto:sjones@cvcountryside.org).