



**Title:** Volunteer Coordinator

**Reports To:** Chief Development Officer

**Type:** Full-time

**About ASC and this role:**

Austin Sunshine Camps (ASC) is a non-profit organization with a mission to engage and empower youth through education and outdoor experiences. The Volunteer Coordinator will play an integral role in helping ASC achieve its mission by owning, growing, and managing the entirety of the Volunteer Program. The Volunteer Coordinator will strive to ensure that each volunteer has an impactful experience at ASC and that each camper has an impactful experience with our volunteers. The perfect candidate will be innovative and strategic in their approach, extremely organized, detail-oriented, a clear and thoughtful communicator, and passionate about building relationships across ASC's stakeholder groups. Furthermore, the perfect Volunteer Coordinator will act as ASC's main point of contact for hundreds of volunteers each year and will represent the organization in a way that conveys generosity, confidence, compassion, and creativity in hopes that our volunteers develop a lifelong passion for the mission of ASC.

**Key Responsibilities:**

- Expand the Volunteer Program:
  - Analyze existing volunteer program and identify and implement growth opportunities
  - Develop and implement goals and objectives for the volunteer program which reflect the mission and programming of ASC
  - Develop a budget for the volunteer program activities
- Organize the Volunteer Program:
  - Develop and maintain complete and accurate records including volunteer policies, procedures, position descriptions, standards of conduct and criminal background checks
  - Manage all aspects of the volunteer program through Better Impact, our volunteer management software
  - Collaborate with program and development leadership in identifying volunteer opportunities that provide meaningful work for volunteers and write the volunteer position descriptions in consultation with staff as appropriate
  - Develop and maintain collegial relationships with peers in the field and with area volunteer organizations to ensure best practices for our volunteer program
- Engage Volunteers:
  - Work with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers
  - Develop and implement effective strategies and appropriate collateral to recruit the right volunteers with the right skills
  - Develop and maintain strong, positive relationships with current and potential volunteers; for current volunteers, ensure mutually agreed upon expectations are being met
  - Serve on the YMBL Programs Committee and work closely with the approximately 200 members in the Young Men's Business League to ensure all volunteer opportunities are communicated across the League and are filled.



## Austin Sunshine Camps

- Lead the Volunteer Program:
  - Work with approximately 700 volunteers across two volunteer sites (Zilker Camp and Lake Travis Camp); ensure all volunteers have a meaningful volunteer experience
  - Train staff to work effectively and cooperatively with volunteers
  - Orient volunteers to increase their understanding of ASC, our campers, programming and the role and responsibilities of volunteers
    - Implement and evaluate volunteer trainings to ensure that volunteers are given appropriate training to be successful in their positions
  - Establish and ensure that volunteer check-in procedures are followed and records of volunteer hours are maintained according to established procedures
  - Facilitate and supervise all volunteer opportunities
  - Establish and implement a process for evaluating the contribution of individual volunteers
  - Plan and implement formal and informal volunteer recognition activities to recognize the contribution of volunteers to the organization
- Control the Volunteer Program:
  - Evaluate the risks associated with each volunteer position and take appropriate action to control the risks associated with the volunteer opportunity
  - Ensure that volunteers work in a safe, healthy, and supportive environment in accordance with all ACA guidelines and regulations
  - Administer and monitor expenditures for the volunteer program against the approved budget
  - Develop and provide reports on the volunteer program as needed
  - Evaluate all aspects of volunteer program to ensure effectiveness and to recommend/implement changes as appropriate

### Qualifications:

- In love with the mission of Austin Sunshine Camps
- Exceptional written, verbal and interpersonal communication skills
- Extremely detail oriented
- Excellent project management skills; ability to establish priorities, manage time and meet deadlines
- Excellent with staff, volunteers and customer service
- Takes initiative, kindly assertive and is a self-starter
- A minimum of 3 years experience in volunteer management/coordination
- Proficiency with Microsoft Office Suite, CRM platforms (Donor Perfect and Better Impact preferred), and fundraising platforms
- Must pass a National Enhanced Criminal Background Check
- Must be able to work nights and weekends as required
- Willing to become Ropes/Challenge Course Certified and work as part of the team to conduct Ropes Course sessions for campers, volunteers, renters, and other stakeholder groups when needed
- Able to lift up to 35 lbs



**Austin  
Sunshine  
Camps**

### Why Austin Sunshine Camps?

- Ability to have a direct, positive impact on the most at-risk youth of Austin
- Office out of the beautiful Zilker Lodge in Zilker Park
- Flexible schedule within a culture that values work/life balance
- The salary for this role will be \$35,000 - \$45,000 annually, based on experience and skills
- Full-time employees have access to group health, vision, and dental insurance covered at 50% by ASC, and life insurance and short-term disability insurance covered at 100% by ASC.
- ASC offers all full-time staff 160 hours of PTO plus office holidays.

### How to apply:

- Email a cover letter, resume and salary requirements to [jobapplicants@sunshinecamps.org](mailto:jobapplicants@sunshinecamps.org) with "Volunteer Coordinator" in the subject line.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing needs of the organization.