



**Austin
Sunshine
Camps**

Title: Volunteer Manager

Reports To: Development Manager

Type: Part-time

About ASC and this role:

Austin Sunshine Camps (ASC) is a non-profit organization with a mission to provide the magic of overnight camp without the barrier of cost. To further the mission of Austin Sunshine Camps by assisting with all development-related functions of our volunteer program such as data entry, recognition, retention efforts, volunteer tracking, and overseeing volunteer opportunities during family programming and summer camp. Additionally, this position will be the Development Manager's assistant for the VolunTEAM program which oversees and manages a small group of mentee, unpaid volunteer interns. You will have the opportunity to receive leadership development and be a part of developing high school students. You will also have the opportunity to interact with our 500+ incredible volunteers including but not limited to volunteer organizations, Central Texas leaders, and ATX change-makers! The perfect candidate will be detail-oriented (but flexible), possess strong customer service skills, a clear and thoughtful communicator, and passionate about building relationships across ASC's stakeholder groups while upholding ASC's values of: Action, Authenticity, Compassion, Connection, Exploration, Fun, and Growth.

Key Responsibilities:

- **Volunteer Program:**
 - Assist the Development Manager with reviewing and refining goals and objectives for the volunteer program which reflect the mission and programming of ASC
 - Develop and maintain budget for the volunteer program activities
 - Utilize the volunteer program to grow support for ASC across all departments:
 - Purposefully create corporate volunteer and engagement opportunities
 - Strategically utilize the volunteer program as an avenue to introduce stakeholders to: Zilker Lodge Rental Program, Sustaining Giving Program, Corporate Sponsorship Program
 - Utilize Better Impact, our volunteer management software, to manage all aspects of the Volunteer Program
 - Administrative support (data entry, phone calls, mailing preparation, name tag creation, etc.)
 - Collaborate with program and development leadership in identifying volunteer opportunities that provide meaningful work for volunteers and write the volunteer position descriptions in collaboration with staff
 - Recruit and facilitate the volunteer experience (with a focus on retention) for approximately 700 volunteers across two volunteer sites (Zilker Camp and Lake Travis Camp); ensure all volunteers have a meaningful volunteer experience
 - Evaluate all aspects of volunteer program to ensure effectiveness and to recommend/implement changes as appropriate:
 - Implement and evaluate volunteer trainings to ensure that volunteers are given appropriate training to be successful in their positions



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Qualifications:

- At least 18 years old
- 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
- Works collaboratively with others and is flexible/adapts well to change
- Proficiency with Microsoft Office Suite, CRM platforms (Salesforce 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
- Able to lift up to 35 lbs

Why Austin Sunshine Camps?

- Work under a passionate supervisor who is excited to help you grow
- Network and make invaluable connections with local Austin leaders who volunteer with ASC
- Ability to have a direct, positive impact on youth of Austin
- Office out of the beautiful Zilker Lodge in Zilker Park
- Flexible schedule within a culture that values work/life balance

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.

Interested? To apply email resume to Jacie Minnick, Development Manager, at jacie@sunshinecamps.org