

## **Volunteer Coordinator Position Description**

**POSITION:** Volunteer Coordinator  
**DEPARTMENT:** Operations  
**REPORTS TO:** Program Director  
**FLSA:** Non-Exempt  
**STATUS:** Part-Time (20 Hours/week)  
**PAY RATE:** \$25 Per Hour  
**Updated:** August 2024



**MĀLAMA MAUI NUI**  
KEEP AMERICA BEAUTIFUL AFFILIATE

### **POSITION SUMMARY:**

The Volunteer Coordinator assists the Program Director in implementing MMN's objectives by managing volunteer support. The Volunteer Coordinator's responsibilities include recruiting, coordinating and supervising volunteers, daily reporting of volunteer activities and/or interests in the aforementioned, assisting with volunteer program development, conducting volunteer orientation and training, creating daily work plans, engaging volunteers by leading participants through projects and events, collecting and maintaining volunteer and associated program data and providing ongoing support for volunteers. The scope of MMN volunteers includes Community Service participants, docents, long-term volunteers, casual event participants, remote affiliate groups, among others. This position requires a thorough understanding of sustainable waste management practices, traditional ecological knowledge, eco-psychology and local socio-cultural sensitivities, experience in directing and motivating volunteers, as well as a desire to create positive social change. This is a working supervisory position in which work is performed in a variety of environments with little immediate supervision. The Volunteer Coordinator will be held accountable for exercising discretion in selecting safe and appropriate measures in applying established policies and procedures in order to complete assigned tasks.

### **ESSENTIAL JOB FUNCTIONS:**

- **MMN Mission Alignment**
  - Act as an exemplary representative of Malama Maui Nui by inspiring, educating, and empowering the local community. This requires maintaining an optimistic attitude and demonstrating positive behavior that reflects the mission and core values of Malama Maui Nui at all times.
  - Effectively communicate MMN mission and goals to volunteers, partners and the general public alike.
- **Planning and Program Development**
  - Assist with volunteer program development; planning and goal setting, manage online event sign up and project management software (FlipCause and Smartsheet), review and update volunteer position descriptions, checklists, uphold associated policies and procedures, orientation, training, educational and other related materials and presentations.
- **Recruitment and Training**
  - Recruit, interview, train (or arrange appropriate training) and place applicants for volunteer work to support the various areas of the program's operations.
- **Administration and Leadership**
  - Accurately completes and submits required forms, data and documentation on a daily basis (e.g. Daily Work Reports, time sheets, Coordinator's Reports, volunteer contact info, mileage logs, etc.) and oversee volunteer data.
  - Ensure volunteer safety and project success by communicating project needs (machines/tools/supplies/logistics) and participant expectations with the Program Director.

- Oversee volunteer's safe and effective use of machines/tools/supplies; assist Field Crew with machines/tools/supplies inventory, inspection, maintenance and management
- **Rewards and Recognition**
  - Provide ongoing support and guidance for volunteers by acting as a single point of contact, recognizing and rewarding exceptional volunteer effort, and promoting cooperation and program interest

#### **EDUCATION AND EXPERIENCE:**

- **Education:** Position requires at least a high school diploma or GED equivalency. A bachelor's degree in Waste Management, Environmental Studies/Sciences, Natural Resource Management, Communication and/or other associated field preferred.
- **Experience:** prefer at least one year experience in volunteer coordination/management and/or environmental service projects. Experience in a Waste Management facility Natural Resource Program, or similar organization may also be taken into consideration.

#### **CERTIFICATES, LICENSES, REGISTRATIONS:**

- **Certification:** Ability to complete CPR/First Aid within the first year of hire.
- **Licensure:** Valid Type 3 Hawaii State Driver's license with a clean traffic abstract.

#### **PHYSICAL DEMANDS:**

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this role. While performing the duties of this job, the employee may be required to stand; walk; stoop or bend and occasionally lift and/or move 30 or more pounds.

#### **WORK CONDITIONS/ENVIRONMENT:**

- Standard office environment approximately 50% of the time and field participation the remaining 50% subject to increase/decrease according to event/project scheduling and programmatic needs and priorities.

#### **APPLICATION PROCESS**

Submit resume and cover letter (optional) to jobs [hire@mmnui.org](mailto:hire@mmnui.org) with the position applying for noted in the email.