



**TITLE:** Volunteer & Outreach Manager  
**REPORTS TO:** Executive Director  
**STATUS:** 20 hours/week  
0.5 FTE  
Some flexibility based on seasonality  
Hybrid work model  
**FSLA:** Non-Exempt  
**SCHEDULE:** Must attend scheduled events and staff meetings through the year  
**SALARY:** \$22,000 - \$24,000/year (equivalent to \$21.15 - \$23.07/hour)

**MISSION:** Loveland Youth Gardeners (LYG) empowers youth facing challenges to cultivate life/work skills, environmental stewardship, and a spirit of community service, because everyone deserves to thrive.

**SUMMARY:** The Volunteer & Outreach Manager supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within Loveland Youth Gardeners. This position is responsible for working in tandem with team members to ensure adequate volunteer coverage for programming, events, farm work, and other LYG needs. This position is also responsible for developing and maintaining key community relationships that help to advance the organization's mission.

#### **ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:**

The following are illustrative of the primary functions of this position and are not intended to be all inclusive:

##### **Volunteer Management**

- Plan and lead all efforts related to volunteer recruitment, training, logistics, gratitude, data collection, and communication
- Communicate the needs of the volunteers to the Executive Director and Program Director as necessary
- Communicate with individual volunteers and the volunteer force as a group through multiple approaches on a regular and on-going basis
  - Maintain a forum for volunteers to ask questions, process events, and make suggestions for the improvement of Loveland Youth Gardeners programs
  - Survey volunteers as necessary
- Ensure adequate staffing of volunteers for programs and events with the minimum number of volunteers
  - Plan and facilitate all community farm work days
- Maintain and expand current volunteer force
  - Create and maintain a volunteer retention plan
  - Recruit new, qualified volunteers
  - Engage in frequent formal volunteer recognition and appreciation
- Assess volunteers' level of commitment and skill sets to encourage growth development
- Create and maintain a training program for new volunteers
  - Ensure that volunteers have appropriate training and have completed all necessary paperwork & background checks. This includes regular updates to policies as needed
- Maintain all volunteer paperwork and document retention

- Utilize community resources (schools, colleges, faith communities, community service organizations, United Way, etc.) to find volunteers whose values and goals align with Loveland Youth Gardeners
- Maintain current and up-to-date statistics on volunteers for grant purposes and monthly reports

### **Farm Operations**

- Work with LYG team to decide on farm projects, processes, and ideas for the growing season
  - Recruit and select volunteers for projects based on needs and expectations
  - Work with Farm Manager to ensure adequate volunteer force to maintain farm operations
- Be aware of primary farm operations and basic planting and construction skills in order to provide needed direction to volunteers, and have a willingness to learn relevant skills
- Participate in crop selection and seeding under the guidance of the Farm Manager
- Assist with special projects as they arise (e.g. greenhouse, irrigation, etc.)

### **Community Outreach**

- Advance and elevate LYG's mission and work in the community through communications and strategic partnerships
- Lead website, marketing, and outreach efforts on behalf of the organization
- Seek out and cultivate new partnerships aligned with LYG's values, mission, and goals
- Attend community events and meetings with current and potential partners

### **Additional Tasks**

- Attend and staff LYG events as needed/requested (may include occasional evening and weekend hours)
- Regularly take photos of the farm, events, and onsite activities for use in marketing, social media, etc.
- Support Executive Director with donor engagement and donation requests
- Contribute content for monthly e-newsletter and annual report
- Other duties as assigned

**MINIMUM QUALIFICATIONS:** High school diploma or GED is required. Bachelor's degree preferred but not required. Equivalent combinations of education and experience may be considered.

### **Requirements:**

- Minimum two years experience in community engagement, volunteer coordination, or nonprofit management
- Experience working in a team environment with proven leadership skills
- Demonstrated ability to work independently
- Demonstrated organizational and record keeping skills
- Interest in working with youth and youth programs
- Demonstrated communication skills
- Be able to lift 25 pounds and work in outdoor conditions including heat, etc.
- Self-motivated, cooperative, and flexible
- Demonstrated ability to work within a diverse community (people of different ages, abilities, and cultural backgrounds)
- Interest in teaching and desire to work with the public
- Passion for working outdoors
- Demonstrated experience with project management, including scheduling and budgeting
- Ability to manage multiple projects, set priorities, and adhere to strict deadlines
- Familiar and proficient with G-Suite (Google Drive, Sheets, Docs, Calendar, Gmail), Microsoft Office, Adobe and computer applications
- Must be able to pass a background check and be eligible to work with youth per agency policies

## **CORE VALUES**

- Positive relationships
- Respect for self, others, and environment
- Community Engagement
- Compassion
- Commitment
- Diversity
- Collaboration
- Interdependence

## **SALARY & BENEFITS**

In addition to annual salary of \$22,000 - \$24,000/year (equivalent to \$21.15 - \$23.07/hour), the employee will receive additional benefits including a \$2,700 annual stipend for healthcare, funding for continuing education/professional development, holidays, paid vacation, and access to fresh produce, eggs, and honey.

## **HOW TO APPLY**

Please submit the following documents to Kelly Robenhagen at [director@lovelandyouthgardeners.org](mailto:director@lovelandyouthgardeners.org). A single PDF is preferred. No phone calls, please.

- A cover letter stating your interest in the position and relevant qualifications
- A resume outlining your education, professional experience, and achievements
- Contact information for three professional references

For first round consideration, please apply by **5pm on Wednesday, February 14th**. Position will remain open until filled.

Research shows that women and people of color are less likely to apply for jobs unless they believe they can perform every task listed within a job description. We are committed to finding the best candidate for the job, and that candidate may come from a less traditional background. LYG provides support for staff looking to learn new skills as part of their role. LYG may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.