



CAPE FEAR BOTANICAL GARDEN

## **Volunteer & Outreach Coordinator Job Description Summary**

### **Cape Fear Botanical Garden – Fayetteville, North Carolina**

Founded in 1989, Cape Fear Botanical Garden (CFBG) is a natural beauty situated on an impressive 80 acres nestled between the Cape Fear River and Cross Creek two miles from downtown Fayetteville, NC. CFBG is a 501(c)(3) non-profit offering a variety of experiences, cultural events and educational activities to transform people's relationship with plants and the natural world. It provides 60 acres of natural woodlands with 2.3 miles of trails, specialty gardens, a Children's Garden, a Daylily & Camellia plant collections, and a 1900's Heritage Garden featuring agricultural structures and homestead.

Cape Fear Botanical Garden is currently recruiting a part-time Volunteer & Outreach Coordinator to join our team. Are you a natural people connector? Do you believe in the power of giving back? Are you looking to join a mission-driven organization dedicated to connecting the public with nature? Then we want to hear from you!

The purpose of Volunteer & Outreach Coordinator is to engage volunteers in meaningful projects and experiences to assist Cape Fear Botanical Garden (CFBG) in all departments, while ensuring volunteers feel welcomed, appreciated, and valued. This position serves as a liaison to individuals and organizations through participation in community events, initiating outreach and on-grounds programs and training, and building community partnerships related to CFBG's mission.

### **Duties & Responsibilities**

Some of the specific responsibilities of this position include but are not limited to:

- Oversee CFBG's volunteer program, including but not limited to budget management, volunteer recruitment, training and onboarding, volunteer assignment and management, engagement, and recognition.
- Maintain accurate volunteer database records and provide reports on volunteer activity and engagement.
- Manage the volunteer background check process.
- Update the Volunteer Handbook to incorporate volunteer expectations, policies, procedures, and standards of volunteer service.
- Conduct regular volunteer orientations and serve as the primary point of contact for volunteer communications.
- Coordinate the annual Volunteer Appreciation dinner to include awards
- Assist with content creation for volunteer marketing materials.
- Identify corporate, social, civic, and local organizations to develop and maintain collaborative partnerships that align with the mission of CFBG and enhance community awareness.
- Identify community outreach opportunities such as fairs, festivals, and local markets. Attend relevant community events and meetings.

## **Education and Experience**

If the above speaks to you, please submit your cover letter and resume demonstrating the following:

- Associate's degree in business, communications, natural resources, horticulture, education, or related field; or a combination of education and experience.
- One (1) year of demonstrated experience in volunteer engagement.
- Previous experience with a volunteer database is a plus.
- Exceptional time management and organizational skills.
- Exemplary communication skills (verbal, written and interpersonal).
- Proven experience managing large volumes of data and accurate records.
- Self-motivated with the ability to work as a team member, as well as work independently to accomplish goals and benchmarks.
- Comfortable with public speaking and engagement, with a customer service orientation.
- Ability to work evening and weekend hours as needed.

## **Additional Information**

At Cape Fear Botanical Garden our staff members are dedicated team players, determined problem solvers, and resourceful stewards who are committed to an atmosphere of respectful, honest, and open communication. Our work environment is one of high energy, high activity, and mutual support. We provide opportunities for learning and professional development, and a gratifying work experience.

Cape Fear Botanical Garden is an Equal Opportunity Employer, values diversity, and is committed to creating an inclusive environment. Employment decisions at Cape Fear Botanical Garden will be made without regard or consideration of an individual's race, color, religion, sex, pregnancy, national origin, age, disability, sexual orientation, gender identity or expression, disability, marital status, veteran or military status, genetic information, or any other protected status.

The compensation range for this part-time position is \$17 - \$18 hourly.

Additional information will be provided to those who advance during the interview process. Job description conveys general nature of position and is not an exhaustive list of qualifications, duties and responsibilities.

## **Application Instructions**

Please complete an application, and submit by email to [jobs@capefearbg.org](mailto:jobs@capefearbg.org) or deliver to 536 N. Eastern Boulevard, Fayetteville, NC 28301. No phone calls please.