



VOLUNTEER MANAGER

About Scissortail Park

The 70 acre Scissortail Park, designed by internationally-acclaimed landscape architecture firm, Hargreaves and Associates, links the heart of the city to the Oklahoma River, long aspired to and now part of the city's "Core to Shore" master downtown development plan. This \$135 million project is funded by a city-wide civic improvement tax. The new park, located just a block south of Myriad Botanical Gardens, will feature extensive gardens, a Great Lawn and outdoor performance venue, a lake and boathouse, a café, recreational facilities, children's play areas, dog park, a civic scaled interactive fountain and multiple walking/jogging paths, all set within regionally-specific native woodland and prairie landscapes. Over 1,000 trees will be planted in the 36-acre Upper Park with hundreds more in the 34 acre Lower Park.

Summary

The Volunteer Manager organizes and implements a complete volunteer service program including recruitment, training and coordination of volunteers. The Manager will work to create a growing volunteer program, incorporating volunteer participation and engagement as a core strategic function to accomplish the Scissortail Park Foundation's mission. Responsibilities include identifying work throughout the organization that can be accomplished by volunteers, promoting their services, and serving as the main point of contact for volunteers. In addition to supporting goal achievement and the accomplishment of specific tasks, ambassadorship by volunteers and nurturing of greater connection to the organization is a key purpose.

Essential Duties and Responsibilities

- Develop, promote, and maintain a wide range of volunteer opportunities within the organization
- Survey staff regularly to assess needs for volunteer assistance
- Maintain Volunteer Service Descriptions for each volunteer assignment
- Ensure volunteers are staffed to support the various areas of operations, to include visitor service areas, exhibits and education, special events, development, and marketing/communications
- Recommend the most efficient use of volunteers, appropriate volunteer/supervisory mix, and future workforce needs to support volunteer program operations
- Conduct and/or arrange for volunteer background check, orientation, and training
- Schedule all volunteer activity, including docent tours
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Assess visitor feedback received through comment forms
- Organize and participate in volunteer recognition programs and special events
- Evaluate all aspects of volunteer programs to ensure effectiveness and to recommend/implement changes as appropriate
- Maintain accurate records and provide timely statistical and activity reports on volunteer participation

Supervisory Responsibilities

- Volunteers

Education and/or Experience

- Minimum 3 years of relevant experience, preferably in a leadership role.
- Bachelor's degree required, Master's degree preferred.
- Bachelor's degree in Human Resources or Adult Education is preferred.

Computer Equipment and Software Requirements

- Excellent word processing skills; must have expert-level skills with MS Office, especially Excel.
- Experience in use of standard office equipment.

Certificates, Licenses, Registrations

- Valid Oklahoma Driver's License.

Skills and Abilities Required

- The ideal candidate will be highly energetic, committed, and a sophisticated organizer, implementer, and problem-solver with experience working within a dynamic non-profit organization.
- Strong management skills and the ability to motivate, excite, and educate internal and external resources. This person should also have the ability to inspire the volunteers and all others involved with the Park to be effective resources in growth endeavors.
- Experience in Human Resources or Volunteer Coordination preferred
- Problem solver with the ability to think and react quickly and formulate proactive solutions
- Ability to stay calm under pressure
- Must present professional appearance and manner with excellent customer service skills and attitude
- Excellent written and oral communication skills
- Must be able to multi-task, return all emails and phone calls in a timely manner and work well in a team atmosphere.
- Excellent organizational skills, with emphasis on priorities and goal setting
- Ability to determine priorities; be both self-directed and work within a team environment.
- Must have the flexibility and willingness to work on occasional evenings and weekends when required.

Work Environment

Must be able to work both indoors and outdoors. Some locations visited during the course of executing job duties may not be wheelchair accessible; some time will be spent outside.

Benefits

This full time position is eligible for health, dental, life insurance, vision, long-term disability, voluntary life, accident coverage, 403(b), paid time off, and paid holidays.

To Apply

Please send a cover letter, resume, and salary requirements to careers@scissortailpark.org. You will be contacted only if considered for an initial phone or in-person interview.

Equal Opportunity Employer (EOE)