



WWW.SPROUTINUP.COM

TITLE: Volunteer Coordinator
HOURS: Varied hours: average of 5 hours per month
COMPENSATION: Volunteer position - full CSA Share valued at \$400 included

Sproutin' Up is a local non-profit serving kids ages 9-16 through programs designed to help kids grow into the best version of themselves. Each program integrates valuable topics along with social emotional competencies that help kids develop their emotional intelligence. Our volunteer program is established, but could use some more attention to recruit long-term volunteers from a variety of backgrounds. Volunteers help with planting, weeding, harvesting and fundraising events.

JOB DESCRIPTION

This position is responsible for recruiting volunteers based on our calendar and needs. Ideally, the Volunteer Coordinator would also be at all volunteer events, but that is not necessary. However, the Volunteer Coordinator would be responsible for purchasing drinks and snacks for all volunteer sessions. Sproutin' Up will cover the cost of these.

ESSENTIAL DUTIES

- Recruit volunteers for all events as determined by the Executive Director and Board Members.
- Develop a volunteer calendar using Signup Genius, sending reminders or updates as needed.
- Schedule presentations for the Executive Director to gain volunteers when needed.
- Work alongside volunteers to assist in farm care such as weeding, pruning, planting and harvesting.
- Monthly communication to the volunteer community.

QUALIFICATIONS

- Experience with Signup Genius.
- Bilingual (English/Spanish) a plus.
- Strong communication and people skills.
- Organization skills and attention to details.
- Ability to prioritize duties, bring people together and build a positive community.

*Upon job offer, candidates will be required to show proof of background check.
To apply, please email Anne at anne@sproutinup.com with your resume.*