

Birmingham Zoo, Inc. Position Description

Position: Volunteer Coordinator
Reports to: Volunteer Manager
Status: Part-Time (applicant may average up to 30 hours per week; 8 hour days on Saturday and Sunday preferred)

VOLUNTEER DEPARTMENT BACKGROUND

With nearly 80 adult and 250 teen volunteers, hundreds of special event and community day volunteers, and dozens of work study volunteers and unpaid interns, the Birmingham Zoo's year-round volunteer program plays a vital role in the efforts to achieve the Zoo's mission. Volunteers assist with educational programs, animal husbandry, special events, and much more. Annually, the Birmingham Zoo's volunteer program contributes nearly 50,000 volunteer hours, and has seen increases in total hours for seven consecutive years.

RESPONSIBILITY

The Volunteer Coordinator is responsible for ensuring that the Zoo's volunteer needs are met. The Volunteer Coordinator will ensure that all volunteers are prepared and that positions are filled. The Volunteer Coordinator will coordinate and direct the activities of Zoo volunteers. This position is tasked with ensuring that the Birmingham Zoo is achieving its mission in the areas of conservation and education. This position assists in the management of members of the volunteer organization and their training at the Birmingham Zoo.

DUTIES

- Assists in recruiting volunteers to meet the Zoo's needs
- Trains, orients, evaluates and provides professional development opportunities for volunteers under the supervision of the Volunteer Manager
- Coordinates the volunteers on a daily basis to ensure that all needs of the Zoo are met
- Coordinates the on-line volunteer programs and ensures that they are up to date of volunteer information.
- Assists with scheduling, registration, and recruiting
- Participates in Birmingham Zoo campus teams and projects.
- Communicates with other departments to successfully meet their needs with volunteers
- Coordinates the internship program
- Coordinates on-ground educational events
- Coordinates/supervises volunteer trainings and meetings
- Completes administrative paperwork as needed/directed
- Other duties as assigned

SUPERVISES

Volunteers

SAFETY ANALYSIS

The Volunteer Coordinator position is impacted by hazardous exposures common to an office environment as well as public safety in an outdoor environment. Some of the following exposures may occur daily:

- The unpredictability of wild animals, depending upon assignment.
- The proper use and understanding of cleaning agents
- Thorough understanding of guest safety protocols, particularly with young children.
- The need to use basic first aid.

Specific training and procedures will be provided in order to maintain safety of people as the highest priority of the zoo, followed by the safety of the animal collection. In addition, the Volunteer Coordinator will attend monthly safety training sessions addressing specific situations that could occur in the department.

The Volunteer Coordinator, as with any employee of the zoo, is required to be familiar with the Zoo's overall safety policies as outlined in the employee handbook and is responsible for reporting any injury immediately to the first aid department. The Volunteer Coordinator is responsible for complying with safety policies and procedures for his/her area, including the use of a variety of personal safety equipment. The Volunteer Coordinator also bears responsibility for making sure that all volunteers under his or her direction are trained on the Zoo's safety procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee should expect:

- Use of hands, fingers, tools or controls.
- Frequently required to stand; walk; sit; reach with hands and arms; stoop, kneel, bend, crawl, crouch and talk or hear.
- Long periods of standing and walking
- Routinely lift and/or move up to 50 pounds.
- Exposure to wet surfaces.
- Depending on assignment, exposure to the elements can be expected.

QUALIFICATIONS

Updated January 2012

- Some college coursework preferred
- Must be goal oriented, highly motivated, and be able to multi-task
- Must possess excellent leadership, communications, and interpersonal skills
- Excellent oral and written communication skills
- Excellent leadership skills
- Excellent organizational skills

WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and functions of this position.

HOW TO APPLY

Gather the following information:

- Your resume
- A complete Birmingham Zoo Job Application (available at www.birminghamzoo.com)

Send the required information: Attn: Brooke Estes, Volunteer Manager

The information may be sent by email to:

- volunteers@birminghamzoo.com

OR by mail to:

- Birmingham Zoo 2630 Cahaba Rd. Birmingham, AL 35223