

## Position Description

<b>Position Title:</b>	<u>Volunteer Coordinator</u>
<b>Reports To:</b>	<u>Director of Engagement &amp; Community Outreach</u>
<b>Salary:</b>	<u>\$20.00/hour</u>
<b>Pay type:</b>	Hourly pay
<b>Pay Status:</b>	Non-exempt; eligible for overtime
<b>Benefit status:</b>	Eligible for all benefits
<b>Hours:</b>	40hours per week. Flexible hours required, including some weekends and evenings.

### Position Summary

The Volunteer Coordinator manages Tohono Chul's volunteer and docent programs, ensuring volunteers are well-trained, supported, and meaningfully engaged across the organization. This role plays a key part in stewarding community relationships and fostering a sense of belonging among volunteers.

### Essential Duties and Responsibilities

- Recruit, onboard, train, and support volunteers and docents
- Coordinate volunteer scheduling, training and placement proactively working with staff supervisors
- Maintain volunteer records, communications, and recognition efforts
- Lead communication and sense of community with volunteers through weekly emails, and monthly meetings
- Build from TCP's relationships with community groups and partner organizations to recruit volunteers from diverse backgrounds and create volunteer pathways that reflect and serve the broader community.
- Ensure volunteer programs reflect organizational values of stewardship, belonging, and integrity
- Other duties as assigned

### Education and Experience

- High school diploma, GED or equivalent
- One year experience in volunteer coordination, education, or nonprofit engagement
- Strong organizational and interpersonal skills
- Comfort working with diverse audiences and across departments
- Ability to work occasional evenings and weekends

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Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **Diversity, Equity and Inclusion:**

Tohono Chul is proud to be an equal opportunity employer. We encourage applications from candidates of all backgrounds, experiences, and perspectives. We believe that a diverse and inclusive workforce is essential for fostering creativity and achieving our mission.

### **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. This position is very active and often requires standing, walking, bending, kneeling, stooping, crouching, crawling, and climbing. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds, anything greater should be done with assistance. Specific vision abilities required by this job include, close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles, moving mechanical parts and vibration. The noise level in the work environment is usually moderate.

### **About Tohono Chul Park**

Tohono Chul is a beloved 49-acre public garden, botanic garden and arboretum in Tucson, Arizona, founded in 1985. Our mission is to serve as a community oasis, where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive. A destination for both local residents and global visitors, it has been recognized as "One of the World's Ten Best Botanical Gardens" by Travel + Leisure Magazine.

### **Mission**

We are a community oasis where reverence for the cultural and natural ecology of the Sonoran Desert region inspires responsible stewardship so that future generations may thrive.

### **Vision**

We envision a Tohono Chul that is:

## Position Description

- An ecological leader
- An immersive environment
- A commons

### Values

- Stewardship
- Belonging
- Integrity

### To Apply

Submit resume and cover letter via email to: [Humanresources@tohonochul.org](mailto:Humanresources@tohonochul.org)