

RECRUITMENT NOTICE

We are opening the position of Volunteer Coordinator for recruitment.

A brief description of the duties and job requirements for the position include the following. Details can be obtained from Elaine Jackson (270) 924-2077 or Jim Taylor (924) 270-2091 at the Land Between The Lakes Association office.

Required background: Preferably a four-year degree along and past volunteer administration experience, or very closely related experience.

Major Duties:

- **Understand the growth and development needs of LBL programs (both daily and episodic)**
- **Maintain a smoothly operating volunteer program worthy of emulation.**
- **Engage in planning activities and set the course of action for the volunteer program thru goals, objectives, and action plans including requirements within the FS-LBLA Agreement.**
- **Manage completion and full processing of Forest Service Volunteer Agreements, Job Hazard Analysis documentation, Vehicle Use Documentation requirements.**
- **Design and implement effective communication systems for keeping volunteers engaged and active in approve work projects at LBL.**
- **Supervise part-time LBLA staff and volunteers assigned to Elk and Bison Prairie as well as any interns or apprentices assigned to the program.**
- **Plan and conduct targeted, practical, creative and successful volunteer recruitment efforts.**
- **Recruit and directly support Alternate Spring Break Group Programs with Colleges and Universities throughout the South and the Eastern part of the US.**
- **Demonstrate good communication skills both oral and written.**
- **Create effective volunteer committees, attend their meetings and guide their involvement.**
- **Demonstrate multi-tasking capabilities in handling multiple projects simultaneously.**
- **Demonstrate the ability to work effectively with many different segments of the population and the ability to work with and as a member of groups.**
- **Manage Volunteer Scheduling and vehicle use both Forest Service and LBLA.**
- **Serve as the LBLA liaison on the LBL Safety Team.**

Any current staff member who feels interested in applying for consideration for this vacancy needs to submit the following to Elaine Jackson or Jim Taylor by Nov 3, 2024.

- Letter expressing reasons for interest in changing positions and rationale for being the best person for the job.
- Current resume including education, leadership responsibilities, experience supervising others and experience working with groups.
- Listing of at least 3 job related references.

All current staff members who apply will be given full consideration for the position along with others who might present themselves for the job.

Distribution:

NS, PL, HP, INFO/GS, Facebook, Other locations outside LBL