

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 Jim Taylor at the LBLA 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 Land Between the Lakes (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.**
- **Supervise part-time Land Between The Lakes Association (LBLA) staff assigned to Elk and Bison Prairie (EBP) and as well as volunteers or others in the program.**
- **Plan and conduct targeted, practical, creative and successful volunteer recruitment efforts. Actively grow the Bugle Corps (EBP volunteers).**
- **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 groups, attend their meetings and guide their involvement and development.**
- **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 well as acting as an effective member of groups.**
- **Manage Volunteer scheduling and vehicle use for both the US Forest Service and Land Between The Lakes Association.**
- **Serve as the LBLA liaison on the LBL Safety Team.**
- **Possess computer skills to produce quarterly newsletters and other data driven work.**
- **Work experience with MS Word, Excel, PowerPoint or equivalent programs is a requirement.**
- **Ability to effectively use Constant Contact is a requirement.**

Anyone interested in applying for consideration for this vacancy needs to submit the following to Jim Taylor by Dec 29, 2023 or until the position is filled.

- Cover Letter expressing reasons you are 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 supervisor 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.

Posted Dec 1, 2023