



Job Title: Volunteer Program Developer

FLSA Classification: Temporary/Seasonal

Pay: Commensurate on Experience

Reports To: Director

Effective Date: July 6, 2023

Job Summary:

The Volunteer Program Developer will develop all aspects of the organization's volunteer program.

Supervisory Responsibilities:

- This position has no supervision responsibilities.

Duties/ Responsibilities:

- Develop and provide an implementation plan for operational policies and procedures for a volunteer program.
- Create a Volunteer Services Handbook.
- Works with park staff to develop volunteer job descriptions and identify volunteer opportunities.
- Provides a variety of resources and guidelines for volunteer services recruitment, onboarding, evaluations, record keeping, recognition, and other training for JCPRC staff.
- Drafts and publishes guidelines, best practices, and procedures for volunteer program.
- Provides best practices for volunteer recognition and appreciation events and activities.
- Performs other related duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Self-motivated and able to complete goals with limited supervision.
- Proficient with Microsoft Office Suite or related software.

Education and Experience:

- Bachelor's degree or equivalent years of experience in related field highly preferred.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.