



Job Title:	Volunteer Coordinator
Department/Division:	Administration
Supervisor's Title:	City Manager/Parks Planner
Exempt/Non-Exempt:	Non-Exempt
Job Type:	Volunteer

Position Objective:

The Volunteer Coordinator identifies volunteers and provides direction, coordination, and consultation for all volunteer and collaborative functions within the City of Wayzata. The City is looking for a driven and committed individual to advance the volunteer programs and experience in Wayzata.

Essential Job Functions:

- Communicates with all departments in the City to identify available opportunities and needs for volunteers
- Recruits volunteers to fit these roles using a variety of resources and techniques
- Gathers information about each volunteer's skills, availability, and goals; matches volunteers with appropriate opportunities based on this data
- Regularly communicates with volunteers to ensure placement is a good fit for individual's skills and goals
- Promote the volunteer programs to gain community support of the volunteer programs and the organization
- Develop and maintain strong, positive relationships with collaborative partners
- Coordinates volunteer recognition and appreciation events and activities
- Prepare an annual report on the contribution of the volunteer program to the City
- Collects volunteer information, availability, and skills, and maintains an up-to-date database
- Ability to attend and coordinate all volunteer events that can be scheduled in the evening and on weekends
- Research and apply for grant funds

Knowledge, Skills, and Abilities:

- Broad knowledge of Wayzata and its community
- Strong leadership and teamwork skills
- Organization and planning skills
- Strong written and verbal communications

- Record keeping and documentation skills

Time Commitments:

- Must be available approximately 5 hours per week
- Schedule will vary based on program needs

Minimum Qualifications:

- High school diploma or GED
- Must be at least 18 years of age
- Valid MN driver's license

Shared Organizational Values:

- Teamwork
- Friendliness
- Responsiveness

Potential Wayzata Volunteer Opportunities:

- Public Garden Maintenance – Weeding, deadheading, general clean-up of gardens around Wayzata.
- Public Tree Inventory – Assist City Forester in tree identification and data collection for public trees.
- Public Tree Maintenance – Assist City Forester in minor tree pruning, mulching, watering, etc.
- Trash Clean-Up – Determine needs for trash cleaning around Wayzata, especially along Lake Street.
- Dig-it Day/Pull-it Day – Help coordinate and manage these annual volunteer events.