

The Atlanta Botanical Garden is one of the most beautiful and practical venues in the city for private events and a day of education, relaxation and enjoyment.

### **Description**

The Atlanta Botanical Garden is seeking an experienced volunteer manager to oversee a growing corps of more than 600 volunteers. The volunteer manager is responsible for the overall management the volunteer program, with diverse assignments ranging from administrative and education positions to gardening and grounds maintenance. This is a full-time position, Mondays-Fridays, with some evening and weekend duties. This position reports directly to the Education Director.

### **Responsibilities**

- Help staff to establish volunteer needs and train staff to utilize volunteers effectively
- Recruit volunteers. Annually increase the number of interested and enrolled volunteers
- Interview and place volunteers in appropriate positions within the Garden
- Evaluate volunteer performance
- Track and evaluate results of recruitment and outreach efforts.
- Work with volunteers and staff to address any concerns related to volunteers and volunteering at the Garden.
- Develop and implement volunteer training programs
- Implement volunteer recognition programs, including an annual luncheon for the full volunteer force.
- Manage an annual budget
- Engages in activities to support the mission of Garden and the Education Department.

### **Qualifications**

- Bachelor's degree
- Two or more years experience recruiting, selecting, training and leading others to voluntary action.
- Excellent oral and written communication skills reflecting solid customer service both in person and via the telephone/e-mail.
- Ability to collect meaningful data and draw solid conclusions.
- Excellent ability to collaborate effectively with others.

### **Instructions to Apply**

Please send cover letter and resume with salary history and requirements to [Jobs@atlantabotanicalgarden.org](mailto:Jobs@atlantabotanicalgarden.org) with the subject line – Volunteer Manager. No phone calls please. Relocation will not be offered for this position.