



Volunteer Engagement Specialist

The mission of the Houston Botanic Garden is to enrich life through discovery, education, and conservation of plants and the natural environment. Opened in September 2020, the Garden strives to inspire all people to love plants and be good stewards of the natural world.

The Houston Botanic Garden is seeking a **Volunteer Engagement Specialist** who will report to the Director of Communications & Community Engagement and will be responsible for coordinating the recruitment, training, development, and stewardship of our volunteer base, and will serve as the Garden liaison with the neighbors who have plots in the semi-autonomous on-site Community Garden. The ideal candidate is highly organized, demonstrates strong critical thinking and problem solving skills, is skilled in developing relationships both internally and externally, and desires to work in a dynamic organization in a stage of rapid growth.

Main Job Responsibilities:

- Drive volunteer recruitment, orientation, screening, training, and retention to grow and strengthen the Garden's volunteer base, including a robust docent tour guide program.
- Maintain accurate records and provide timely statistics and activity reports on volunteer participation.
- Work collaboratively with all departments to ensure volunteers have meaningful experiences that contribute to the operations of the Garden.
- Develop and run volunteer appreciation program.
- Develop standards of volunteer service and manage volunteer policies and procedures.
- Evaluate all aspects of volunteer programs to ensure effectiveness and recommend/implement changes as appropriate.
- Maintain regular communication with and provide oversight, as needed, to members of the Community Garden.
- Coordinate with contract beekeeper regarding monthly upkeep of on-site top-bar beehives and annual bottling of honey
- Other duties, as assigned

Qualifications and Experience Requirements:

- Minimum of an Associate's degree, Bachelor's preferred, from an accredited college or university (a combination of education and equivalent experience may be considered)
- Minimum of 2 years demonstrated success managing projects or programs, preferably related to volunteer engagement.
- Ability to work cooperatively and effectively with others
- Strong organizational skills, including attention to detail, accuracy, thoroughness, and multitasking skills
- Resourcefulness and creativity in problem solving
- Ability to be flexible and thrive in a dynamic environment

- A positive, can-do attitude and willingness to "roll-up sleeves"
- Excellent interpersonal and communication (oral and written) skills with diverse audiences; ability to communicate conversationally in Spanish preferred
- Experience with Better Impact or a similar volunteer management software / CRM strongly preferred
- Flexibility to occasionally work in the evenings and/or on weekends
- Ability and willingness to travel locally as needed; valid Texas driver's license and requisite auto insurance
- Position subject to passing a criminal background check

Physical Demands / Working Conditions

- Must be able to move throughout the 132-acre Garden property, as needed.
- Must be able to lift at least 25 pounds and push or pull up to 40 pounds.
- Must be able to work outdoors in all weather conditions including heat, cold, wind, and humidity.
- Must be able to sit, stand, walk, stoop, kneel, crawl, reach, push, pull, lift, grasp, feel, and utilize repetitive motions for prolonged periods of time.
- Must be comfortable working in immediate proximity to the general public in a safe and friendly manner.

Position Details:

- Hourly Rate: \$22-\$24
- Salaried; non-exempt
- Schedule: Part-time: 29hrs/week. Flexible; position requires availability some evenings and weekends for volunteer events

Application Procedure: Interested candidates should send a resume and cover letter to hr@hbg.org. We will contact those candidates who most closely match our requirements.

Thank you for your interest!