EAGAN COMMUNITY FOUNDATION
VOLUNTEER PROGRAM CREATOR JOB DESCRIPTION

The Eagan Community Foundation is seeking an engaged Eagan community member to help create a formal volunteer management program. This unpaid role is a fabulous opportunity to help build a resumé in non-profit management and to make a positive impact on your community.

Job Responsibilities:

1) Collaborate with program staff and board members to structure a diverse, robust volunteer management program to support the organization's operations, inclusive of volunteer recruitment, screening, orientation, tracking, retention, ongoing communication and recognition.
2) Design an operating model to support the successful interaction between community volunteers, board committees, and staff.
3) Partner to implement the volunteer management structure, inclusive of technology, documentation, and training, all designed to ensure volunteers have a positive and rewarding experience while providing impactful service to the community.
4) As a part of this work, the role will understand likely future volunteer opportunities for individuals and groups.
5) Participate in a sampling of Eagan Community Foundation activities and events to better understand the need and support volunteer recruitment
6) Maintain active, timely communication with staff and board leadership
7) Assist in measuring impact of volunteerism on organization and mission

Knowledge, Education, Experience:

- Demonstrated passion for non-profit management and/or volunteerism, through relevant roles, personal volunteer activities, or education
- Education in, or experience with, program or process creation
- Strong English written and verbal communication skills
- Ability to commit 5 -10 hours per week, for up to one year
- Effective interpersonal skills under all types of conditions, exhibiting a supportive, direct, and positive approach, including the ability to give and receive challenging feedback
- Experience working with diverse populations with the ability to communicate, motivate, lead, and relate effectively to a wide variety of individuals
- Ability to problem-solve
- Strong computer skills and comfortable with technology
- Nonprofit knowledge, awareness, and/or experience