

Friends of Goodale Park Volunteer Coordinator

Under the direction of the Friends of Goodale Park Beautification Committee Chair the Volunteer Coordinator would be in charge of attracting and retaining volunteers for a variety of activities. This charismatic person will largely be the public face for volunteers who attend FGP functions and must possess excellent verbal and written communication skills.

Major duties of this position would include:

- Volunteer Recruitment
 - Emailing outside groups, such as OSU, Chase, Limited Brands, Sierra Club, etc. for potential volunteers and network with other volunteer coordinators to find potential sources of volunteers – approximately 2 hours/month
 - Reminding volunteers of work days through the FGP email list – approximately 1 hour/month
 - Promote the Adopt-a-Bed program where a person or group agrees to maintain a flower bed in the park
- Volunteer Retention
 - Attending FGP clean up events to facilitate volunteers – approximately 9 hours/month
 - Check in and welcome volunteers
 - Ascertain what it is that interests the volunteer and assign an appropriate task and person with whom the volunteer should work
 - A list of tasks will be provided by the Beautification Committee Chair
 - Ensure that volunteers have the appropriate tools and collect when finished
 - Move volunteers to where they want and are needed
 - Check in periodically to ensure they're enjoying their time
 - Collect their contact information if they would like to provide it before they leave
 - Check out and let volunteers know how much we appreciate their time
 - Follow up correspondence with the volunteers to ensure they had a good time, felt appreciated, are interested in coming back, and if not why – approximately 4 hours/month

- Coordinate volunteer efforts for other events such as the Holiday Gala, Red White & Boom, ComFest and other events, as needed.

Compensation for the position will be \$10 per hour and start in February concluding in November for ten months of the year.