



Position Description

Job title	Volunteer Coordinator - Part Time
Reports to	Executive Director

Job purpose

Bike Walk Wichita seeks a compelling leader with outstanding organizational skills to direct its volunteer program. Bike Walk Wichita depends on volunteers to meet its strategic and operational goals. The successful candidate will be a key spokesperson for the organization and will develop and maintain relationships with volunteers and supporters. He or she must be a clear communicator, a skilled and effective consensus builder, experienced with volunteer engagement, and will be comfortable with community outreach.

The Volunteer Coordinator will oversee volunteer recruitment, placement and retention. The selected candidate will be responsible for management of volunteers, including direction, coordination, maintaining contact information, scheduling, and outreach. The successful candidate will have the experience to support and attract volunteers, who are key to meet and exceed the organization's goals. The preferred candidate will be an active volunteer, familiar with Bike Walk Wichita culture and practices.

Duties and responsibilities

- Lead the development of a volunteer program (recruitment, orientation, leadership development & recognition) that communicates volunteer policies, procedures, and standards of volunteer service
- Develop and maintain relationships with current volunteers
- Collaborate with other groups to present volunteer opportunities to attract new volunteers
- Coordinate with Bike Walk Wichita workgroups to involve volunteers in meaningful tasks
- Support volunteers by arranging needed materials for volunteer tasks
- Maintain accurate records and provide timely activity reports on volunteer participation in Salesforce
- Provide ongoing support and guidance for volunteers. Act as a point of contact for volunteers.
- Uphold Bike Walk Wichita values, such as: inclusiveness, empowerment, shared leadership, social justice
- Help maintain regular office hours to provide more opportunities for volunteering.
- Needs to be comfortable using Bike Walk Wichita's digital tools, including Salesforce; Google Apps (Docs, Slides, Sheets, Calendar); updating website using WordPress; social media tools such as Facebook and Twitter
- Currently this position will be part time at approximately 15 hours/weekly, with the possibility of increasing.

Minimum Qualifications

- Demonstrated success in planning and management of people.

- Experience in community organizing and volunteer leadership.
- Proficient in use of computer and basic software application; experience with Salesforce preferred.
- Experience with group collaborations.
- Two years volunteering with Bike Walk Wichita, preferred

Personal Attributes

- A love of biking and walking and a passion for improving biking and walking for all residents.
- Accepting of all cultures, ethnicities, sexual orientation and social status.
- Ability to prioritize and manage multiple priorities.
- Ability to obtain and analyze information, and to make appropriate and timely decisions.
- Ability to prepare and communicate effectively in person, in writing or electronically to a variety of audiences.
- High level of integrity, diplomacy and initiative.

Working Conditions

The position will be located at Bike Walk Wichita headquarters, 131 S. Laura Street, Wichita, Kansas, but will allow the selected candidate to work remotely. Preferred days in office: Tuesday 5-8pm, Friday 9-4pm, Saturday 1-4pm

Approved by: Bike Walk Wichita Board of Directors

Date approved:

Reviewed: