

Volunteer Coordinator 2024

Summit Community Gardens - EATS is seeking a part-time (20 hours/week) Volunteer Coordinator to manage our volunteer programs and create meaningful experiences for individuals & groups while maintaining systems to keep volunteer programs running smoothly.

The ideal candidate will have a passion for engaging people in our community to understand our mission and inspiring them to volunteer and support our work. They will have proven ability to collaborate, ensuring that all staff are involved in identifying volunteer opportunities in the garden, in food access programs, and our other initiatives. Their strong organizational skills help make processes smooth.

Who We Are

Summit Community Gardens - EATS is a non-profit organization located in Park City, UT with a mission to gather, learn, and grow in our gardens and schools. We seek an inclusive community focused on learning, connection, wellness, and stewardship for current and future generations.

What we do

We operate a 1.5-acre community garden, located off Old Ranch Road at 4056 Shadow Mountain Drive and engage in school and community-based seed-to-plate-to soil education programs. The Garden consists of both community plots and a large demonstration garden that is used to grow food for community members experiencing food insecurity. Our Garden is also the site of summer camp, after school programs, and dinners with local chefs. School based Edible Education programs for Pre-K through 9th graders include cooking, nutrition, gardening and sustainability.

What you'll do

- Work closely with staff to identify opportunities for volunteers
- Recruit, develop, and retain volunteers to serve in a variety of roles throughout the year, maintain long-term, positive relationships with volunteers through in-person and email communications
- Serve as primary contact for groups (schools, corporates) to plan and implement curated events; be onsite
- During the season, lead volunteer groups in the Garden; assist with Garden tasks and projects
- Identify and implement volunteer tracking and reporting tools; maintain volunteer database; manage multiple platforms simultaneously for different opportunities
- Process, organize and maintain volunteer paperwork including fingerprinting and background checks where required
- Develop a culture of gratitude, a volunteer recognition program, and an end-of-year celebration
- Work with staff to post information, thanks, and events on the website and social media
- Be available to work some evenings and weekends, especially for Garden events in evenings during the season (May - October)
- Assist with other administrative tasks as needed

To be successful, you are:

- Able to build strong, collaborative relationships with members of our team and have a proven track record of working independently. You know how to find points of connection with diverse groups of people. And you have a positive attitude and asset-based mindset.
- A seasoned professional with great judgment.
- Someone who recognizes ways that race and other identities impact the communities we serve and can identify when there is a decision, policy, or practice that may have disparate impacts.
- Willing to work outdoors in all kinds of weather.
- Extremely organized. Great with data. Able to use Excel, Canva, Mailchimp, Sign-up Genius, Squarespace and a variety of social media platforms.
- A strategic thinker who can also get the details right.
- Someone with love and knowledge about sustainable gardening practices OR a yearning to learn

A plus if you....

- Speak Spanish
- Have experience with non-profits
- Have organized volunteers

If you were here right now, you would:

- Be creating a sign-up genius for volunteers to deliver produce for our Food Farmacy to 30 people experiencing food insecurity and chronic diseases in the Wasatch back
- Having a meeting with the Garden Director to plan responsibilities and timing for volunteer crews that will help maintain the Garden May - October
- Figuring out a recruitment strategy to build the volunteer base
- Assessing current volunteer signups, tracking progress, and instituting changes needed for the garden season.

What else you should know

Summit Community Gardens - EATS is an equal opportunity employer committed to building a team that represents a diversity of thought, experience, and personal background. We believe in the advancement of equity, diversity, and inclusion, making Park City a place where all people can fully realize their aspirations. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.

This position requires time in-person, on-site in the Garden and at locations around Park City. A car and drivers' license are required, as is the ability to lift 40 pounds. The Volunteer Coordinator works about 20 hours a week, fluctuating with events schedules. This is an hourly nonexempt position, \$19-22/hr. There is room to grow for the right candidate.

How to Apply: Send cover letter, resume & contact information for 3 professional references to team@summitcommunitygardens.org