



Job Opening

Volunteer Coordinator

The Friends of Birmingham Botanical Gardens seeks a dynamic **Volunteer Coordinator** to join our dedicated, energetic team.

The Gardens is fortunate to have the support of a dedicated volunteer base, which currently includes over 500 core volunteers, as well as many corporate and community groups participating throughout the year. In 2024, our volunteers donated 21,000 hours of their time to the Gardens. Volunteer roles include education docents, horticultural support, and special event support.

Position Description

As a direct report to the Chief Financial Officer and a key member of the Friends' team, the Volunteer Coordinator is responsible for all aspects of the volunteer program. The Coordinator recruits, interviews, places, trains, supervises, and evaluates individual and group volunteers for numerous activities of the Friends and of the Birmingham Botanical Gardens. Although not always directly responsible for supervision and project specific training once volunteers are placed, the Coordinator remains an important liaison between the Friends and all volunteers, on an as-needed basis.

Duties and Responsibilities

Key areas of focus for the Volunteer Coordinator include:

- Recruit, screen, interview, and conduct orientations for new volunteers
- Work with departments across the Gardens to fill volunteer roles
- Collaborate with staff to develop meaningful volunteer opportunities
- Develop and implement volunteer recognition programs
- Maintain and update volunteer records and communications in the volunteer database (VolunteerHub)
- Provide support to volunteers while on the property during the workday including but not limited to problem-resolution, supplies support, and other tasks as needed
- Serve as point of contact with community and corporate groups that represent potential candidates for individual or group volunteerism (for example, schools, gardens clubs, Master Gardeners, plant societies, local companies)
- Professionally represent the Friends at meetings, functions, and events as required
- Other duties may be assigned

Education and Experience

Bachelor's degree and minimum of three years' related experience in volunteer management or equivalent preferred. Experience to include demonstrated writing, speaking, interpersonal and organizational skills; ability set priorities and manage concurrent tasks with meticulous attention to detail; operational budgeting and goal setting; proficiency with using the latest technology to maximize programming, outreach, communications, and analysis; and successful program-related resource development. Preference will be given to candidates with experience working with volunteers in a nonprofit or related environment.

Desirable Qualities and Strengths

Desirable qualities and strengths include: a passion for the art and science of horticulture; an appreciation for the role and significance of lifelong learning; strong communication skills and a high degree of comfort with public interaction; a work style that is collaborative and inclusive; an aptitude for creative problem-solving and consensus building; the ability to effectively utilize volunteers; and a strong focus on volunteer experience and service. Ability to adapt to the unexpected while still progressing toward core objectives.

This position requires a high level of effectiveness in embracing diverse audiences and in interacting with a wide range of partners and stakeholders.

Some evening and weekend work, depending on operational needs, and work in inclement weather is required. Occasional travel may also be required.

About Birmingham Botanical Gardens

A facility of the Birmingham Park and Recreation Board, Birmingham Botanical Gardens is the result of a public/private partnership between the City of Birmingham and the nonprofit Friends of Birmingham Botanical Gardens. The Gardens encompasses 67 acres featuring more than two dozen garden spaces that reflect the cultivated and natural landscapes of the region and showcase the many plants that thrive in Southern gardens. Annual attendance exceeds 300,000 visitors.

About the Friends of Birmingham Botanical Gardens

A mission-driven membership organization, the nonprofit Friends of Birmingham Botanical Gardens seeks to protect, nurture, and share the wonders of Birmingham Botanical Gardens. We are dedicated to serving the Gardens; serving the community; serving our visitors; and inspiring a passion for plants, gardens, and the environment. The Friends' work centers around Communications & Marketing, Education & Community Engagement, Gardens Support, and Fundraising.

To Apply:

Please submit cover letter, resume, and three references in a single document via e-mail to careers@bbgardens.org

Position is open until filled. To find out more about Birmingham Botanical Gardens and the work of the Friends, please visit www.bbgardens.org