

**Position Title: Volunteer Team Manager**  
**Organization: Burritt on the Mountain**  
**Location: Huntsville, Alabama**  
**Position Type: Part-time (25 hours per week)**  
**Posted: July 3, 2023**



**Position Summary:** Burritt on the Mountain is seeking a passionate and hospitality-driven Volunteer Team Manager to spearhead our incredibly successful volunteer program. The Volunteer Team Manager will be responsible for recruiting, training, and managing volunteers to ensure the smooth operation of our organization. The ideal candidate for this role must possess exceptional organizational skills, outstanding communication and interpersonal abilities, and the capacity to manage multiple tasks concurrently.

**Key Responsibilities:**

1. **Volunteer Recruitment:** Develop and implement strategies to recruit a diverse pool of volunteers from the local community, educational institutions, and other organizations. Utilize various recruitment methods, including online platforms, community outreach, and partnerships.
2. **Volunteer Training:** Design and conduct comprehensive orientation and training programs for new volunteers to familiarize them with Burritt on the Mountain's mission, policies, and procedures. Provide ongoing training opportunities to enhance volunteer skills and ensure a high level of performance.
3. **Volunteer Management:** Maintain a volunteer database and schedule volunteers for various roles and shifts based on their availability and skills. Regularly communicate with volunteers to provide updates, collect feedback, and address any concerns or issues that may arise.
4. **Volunteer Recognition:** Develop and implement a recognition and appreciation program to acknowledge the efforts and contributions of volunteers. Organize regular volunteer appreciation events, certificates of recognition, and other initiatives to foster a positive volunteer experience.
5. **Volunteer Supervision:** Provide supervision and support to volunteers during their assigned shifts, ensuring they have the necessary resources, tools, and guidance to fulfill their responsibilities effectively. Address any volunteer-related concerns promptly and provide ongoing support as needed.
6. **Collaborative Partnerships:** Collaborate with other staff members and departments to identify volunteer needs and integrate volunteers into various projects and initiatives. Work closely with the Education and Special Events Departments to coordinate volunteers for educational programs and events.
7. **Volunteer Policies and Procedures:** Develop and maintain volunteer policies and procedures in accordance with organizational goals, legal requirements, and best practices. Regularly review and update volunteer handbook and training materials.

**Qualifications and Skills:**

- Bachelor's degree in a related field or equivalent experience.
- Previous experience in volunteer management, preferably in a nonprofit or cultural organization.
- Excellent interpersonal and communication skills, with the ability to engage and motivate volunteers.
- Strong organizational and time management abilities to effectively coordinate multiple tasks and prioritize responsibilities.
- Knowledge of volunteer recruitment strategies and best practices.
- Proficiency in using volunteer management software and databases.
- Ability to work collaboratively with staff, volunteers, and community members.
- Flexibility to work evenings, weekends, and holidays, as required.
- Familiarity with the Huntsville community and its volunteer resources is a plus.

**How to Apply:** Interested candidates should submit a cover letter, resume and three professional references Theresa.McGinness@huntsvilleal.gov. Please include "Volunteer Team Manager Application" in the subject line.

**Note:** This position description serves as a general summary of the primary responsibilities and qualifications required for the role of Volunteer Team Manager at Burritt on the Mountain. Duties and responsibilities may be subject to change based on the needs of the organization.

Thank you for your interest in joining Burritt on the Mountain as a Volunteer Team Manager. We appreciate your dedication to fostering a vibrant and engaged volunteer community to support our organization's mission and make a positive impact in the community.

Burritt on the Mountain is committed to providing equal employment opportunities to all applicants for employment. Accordingly, all terms and conditions of employment will be carried out without regard to race, color, religion or creed, national origin or ancestry, sex (including pregnancy, sexual orientation, or gender identity), age (40 or older), status as an individual with a physical or mental disability, veteran status, genetic information, and citizenship, or any other factor protected by federal, state, or local law.

**Mission:** Our mission is to enhance lives and build community through educational, artistic, and recreational experiences, while preserving our heritage, land and historic structures.