

Volunteer Coordinator



POSITION OVERVIEW

The Japanese Friendship Garden of Phoenix – RoHoEn – is an authentic 3.5-acre Japanese stroll garden with a tea garden and a tea house. This tranquil and beautiful setting features more than 1,500 tons of hand-picked rock, stone foot bridges, lanterns and more than 50 varieties of plants. As you stroll the path, you will enjoy flowing streams, a 12-foot waterfall, and a koi pond with over 300 colorful koi fish.

The mission of the Japanese Friendship Garden of Phoenix is to provide a beautiful place of serenity, peace, education, and cultural engagement.

The Volunteer Coordinator position is responsible for recruitment, training, scheduling, and continuing education of all volunteers and interns to support garden maintenance and educational programs at the Japanese Friendship Garden of Phoenix.

COMPENSATION AND BENEFITS

Schedule:	40 hours/week, weekends and some evenings required; occasional remote work
Wage:	\$18.00/hr, \$100 a month monthly cell stipend
Benefits:	40 hours vacation, 40 hours paid sick time Eligible to enroll in JFG medical benefits program
Status:	Full-time; non-exempt
Reports to:	Education Curator
Employer:	Japanese Friendship Garden of Phoenix, Inc.

RESPONSIBILITIES

VOLUNTEER PROGRAM

- Leads recruitment efforts, both digital and in-person, for all volunteer and intern functions. Collaborates with Marketing & Outreach Manager and other staff as needed.
- Develops and implements information processes and materials for prospective volunteers.
- Implements general onboarding for all volunteers and interns and collaborates with staff managers on department-specific training, both digital and in-person.
- Serves as lead for docent volunteers. Trains, schedules, and supervises docents. Collaborates with Education Curator and Garden Curator to improve and innovate tour content for guests and related docent training.
- Serves as lead for Saturday morning gardening volunteers. Schedules volunteers including large group opportunities, serves as on-site contact, and assists with garden tasks as needed.
- Coordinates across departments on developing volunteer and intern job descriptions, scheduling, and assessing all volunteer/intern job performances. Works with volunteers/interns on improvement if necessary.
- Develops and implements continuing education opportunities for volunteers related to specific volunteer functions and general JFG and industry knowledge.
- Leads the planning and implementation of the yearly Volunteer Appreciation event.
- Maintains volunteer database for scheduling and overall recordkeeping. Provides reports as needed.
- Maintains all budgeted expenses and submit weekly and month-end reports as needed. Support all staff with reaching revenue goals.

GENERAL GARDEN SUPPORT

- Collaborates with Education Coordinator to schedule private workshops and ensure volunteer coverage for programs.
- Assists with Garden-led events as needed.
- Other duties as assigned by the Education Curator and Executive Director.

JOB REQUIREMENTS

- Minimum two years' experience in working with volunteers.
- Demonstrated experience in providing interpretative experiences in a natural, cultural, or historical setting. National Association for Interpretation (NAI) certification preferred.
- Excellent verbal communication and interpersonal skills
- Proficiency in Microsoft Office and database management systems; experience with Volgistics preferred.
- High levels of personal motivation; ability to thrive with independent work and collaborate with a team.
- High levels of passion and enthusiasm for horticulture, Japanese gardens, and/or Japanese arts and culture.
- Must be able to lift and carry up to 50 lbs. Standing and walking in an outdoor setting is required 25% of the time.

TO APPLY

- Email cover letter and resume as attachments to info@jfgphx.org with the subject line Volunteer Coordinator

Japanese Friendship Garden of Phoenix is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.