

JOB DESCRIPTION



Title: Volunteer Coordinator

Department: Restoration

Status: Full-time Exempt Position

Reports to: Restoration Manager

Work location: FOTR headquarters in Plymouth, MI

Annual Salary: \$47,000 - \$51,000

Friends of the Rouge (FOTR), founded in 1986, is a nonprofit organization dedicated to restoration and stewardship of the Rouge River ecosystem through education, citizen involvement and other collaborative efforts. The Rouge River is one of the nation's most polluted waterways and is located in the Metropolitan Detroit area of southeastern Michigan. The Rouge has been the focus of intensive federal, state and local restoration efforts.

**See the end of this job description for our Mission, Vision and Core Values that drive the core of our work.*

Position Purpose

Friends of the Rouge is the primary steward of the Rouge River watershed. This is completed through public education and involvement through our four pillars of engagement: restoration, monitoring, education and recreation. The purpose of the volunteer coordinator position is to recruit, manage, and support volunteers, ensuring a positive experience and maximizing their contributions to the organization's mission and goals. The position reports to the Restoration Manager and supports volunteer coordination for all departments.

DEIJ Statement

Friends of the Rouge strives to increase diversity, equity, inclusion, and justice in all elements of our work to serve the Rouge River Watershed and its communities. We strive to carry out our work with inclusivity by recognizing and understanding the social, economic, historic and political context that shaped the Rouge River Watershed landscape and communities. In order to meet our mission to restore, protect, and enhance the Rouge River watershed through education, stewardship, and collaboration - we must approach our work with understanding of the opportunities and challenges of our partners and those we serve. Successful candidates will demonstrate a commitment to an organization that requires staff time to maintain the culture of both participatory decision-making and support for colleagues to achieve their best.

Job Duties & Responsibilities

Duties for the Volunteer Coordinator shall include, but are not limited to, the following:

- **Recruitment and Outreach:**
 - Identify and attract potential volunteers by developing and implementing recruitment strategies.
 - Promote volunteer opportunities through various channels, including website, e-newsletter, social media, community events, and partnerships.
 - Maintain a database of potential volunteers and their skills and interests.

- Coordinate with FOTR Program Managers and Coordinators to recruit and coordinate volunteers for events and installations.
- **Volunteer Management:**
 - Match individual volunteers and/or volunteer groups with appropriate opportunities based on their skills, interests, and availability.
 - Work with Program Managers and Coordinators to schedule and assign volunteers to specific tasks and events.
 - Provide ongoing support and feedback to volunteers.
 - Recognize and appreciate the contributions of volunteers.
 - Maintain accurate records of volunteer hours and activities.
- **Communication and Relationship Building:**
 - Serve as a primary point of contact for volunteers and staff.
 - Maintain open communication with volunteers to address their concerns and questions.
 - Build strong relationships with volunteers, staff, and other stakeholders.
- **Program Development and Evaluation:**
 - Evaluate the effectiveness of volunteer programs and make recommendations for improvement.
 - Stay up-to-date on best practices in volunteer management.
- **Administrative Tasks:**
 - Manage volunteer databases and records.
 - Prepare reports and presentations on volunteer activities.
- **Organization Tasks:**
 - Provide excellent customer service to volunteers and community partners
 - Participate in fundraising events
 - Track all hours worked and submit timesheets biweekly
 - Provide additional support to other FOTR programs as requested
 - Other duties as assigned

Qualifications

Candidate has 1-3 years of experience effectively working with volunteers. They must possess excellent communication skills, both verbal and written. Must be detail oriented and have the ability to manage time efficiently. Must be a proactive team player and have an interest in public education and community engagement. Must be willing to work a flexible schedule including evenings and weekends. Must have a driver's license and reliable transportation.

Preferences

Candidate has familiarity with volunteer management software/databases. They have experience in community outreach and/or working directly with underserved communities.

Physical Requirements

Office work will include extended periods of time sitting while using a computer. Some physical lifting is required (up to 30 lbs.). Outdoor work may involve walking on uneven ground and steep slopes along the river and bending over during plantings. Ability to hear, speak and listen in English required.

Work Environment

This position is primarily an office position paired with outdoor work during the field season (approximately April-October). Projects take place in neighborhoods and public parks across all communities in the Rouge River watershed. Must be willing to work a flexible schedule including some evenings and weekends. Business casual dress code or as described in the Employment and Policies Manual.

Nondiscrimination Policy

It is the policy of Friends of the Rouge (FOTR) to provide equal membership, employment and service opportunities to all eligible persons and to administer personnel policies and practices in accordance with all applicable laws.

We do not discriminate on the basis of race, ancestry, creed, religion, color, personal appearance, national origin, citizenship, age, sex, sexual orientation, marital status, parental status, family responsibilities, and the presence of any sensory, physical or mental disability, learning disability, matriculation, membership in any labor organization, lawful source of income, political affiliation, or political ideology.

Application Instructions

All interested parties are invited to submit 1) a resume, 2) three references, and 3) a cover letter indicating why you are interested in this position which describes experience and interest in the position. Please submit as a single PDF file of all three in the following format: **Your Full Name_FOTR_Volunteer Coordinator_ Application**. *Incomplete applications will not be considered.*

Mail/e-mail to: Cyndi Ross, Restoration Manager, cross@therouge.org. **Deadline for submission: Sunday, May 11, 2025, 11:59 p.m.** Early submissions will be evaluated on a rolling basis. Late submissions will not be considered. No phone calls please.

Updated: March 20, 2025

MISSION

To restore, protect, and enhance the Rouge River watershed through stewardship, education, and collaboration.

VISION

We envision a future where a clean and vibrant Rouge River is the center of our community. Individual and community actions protect and improve the health of the Rouge River, assuring that its natural, economic, and recreational value enhances the quality of life in the Rouge River ecosystem.

CORE VALUES

Integrity

We ensure public trust by acting with honesty, transparency, ethicality and fiscal responsibility in all actions regarding the watershed and our community.

Stewardship

We commit to protecting and enhancing the watershed and improving the lives of the community through their interaction with the river. Our focus is on enhancing, monitoring and conserving the ecological health of the watershed for the benefit of all members of the community and future generations.

Education

We encourage protection and restoration of the Rouge River by providing opportunities that offer hands-on-immersive learning opportunities. We involve the public and promote engaged and educated stakeholders in the Rouge River watershed.

Evidence based decision making

We provide and utilize evidence based decision making in our promotion of Rouge River restoration and stewardship. We deliver reliable and verified information to watershed stakeholders in order to evaluate the watershed, determine priorities and prioritize restoration efforts.

Community collaboration

We team with individuals, businesses, government, non-profits, citizen groups, and other community organizations for the creation of a strong network of champions.

Quality of life

We provide communities with the ability to personally, economically, and ecologically benefit from the Rouge River by transforming how the river is perceived, accessed, and appreciated.

Diversity-Equity-Involvement

We strive to recruit and retain membership, leadership and staff who reflect the diversity of the communities in which we serve. We believe that the entire community benefits when everyone has equal access to information, programs, services and activities.

Terms of Employment – At-Will Employment Status

All persons employed by FOTR, regardless of classification status, are employed on an “at-will” basis. As such, employment can be terminated with or without cause, and with or without notice, at any time, at either your option or the option of FOTR. No supervisor, coordinator, manager, or other representative of FOTR other than the Executive Director has the authority to enter into any agreement or contract for employment for any specified period of time. The provisions contained in this policy supersede any and all previous oral or written statements or representations that have been made by FOTR or by someone purporting to represent FOTR. Employees should be aware, while FOTR employees are required to participate in regular performance evaluation; this evaluation process is not intended to be a means of creating legal rights and does not affect the “at-will” nature of the terms of employment.