



Position Announcement

Volunteer Coordinator (Gain Management Experience)

Root Solutions is seeking a personable and organized volunteer coordinator to join a team of visionaries, creators, and disruptors who want to re-shape the future of the environmental movement in North America and beyond. Although this is a volunteer position, you will be an active member of our team and vital to the success of programs that will transform the environmental movement and the planet.

Overall Function

The Volunteer Coordinator Volunteer will be responsible for supporting efforts to help our organization energetically and effectively recruit, train, and mentor a remote volunteer team. This includes helping us grow visibility for the organization and promoting our forthcoming book, [Making Shift Happen](#), which will be published in December 2021.

We are open to candidates with limited formal management experience as well as seasoned volunteer coordination professionals looking to apply their skills to a good cause. The exact responsibilities will be dependent on the candidate's experience with recruitment, training, and management. Tasks may include, but are not limited to:

- Managing a team of remote volunteers via Google drive, email check-ins, and Zoom meetings
- Drafting volunteer position announcements and, once approved, posting them to volunteer search engines, such as: Handshake, Idealist, LinkedIn, and VolunteerMatch
- Interviewing volunteer candidates and making recommendations to Root Solutions staff
- Onboarding volunteers and helping them acclimate to the organization and their specific role
- Familiarizing yourself with the organization's procedures and culture while also keeping an eye out for areas of opportunity
- Training volunteers in real-time as well as offering resources for self-paced learning
- Documenting performance metrics to help build strong volunteer referral files
- Offboarding volunteers properly to ensure a smooth transfer of responsibilities and positive experience for all parties
- Planning, coordinating, and executing volunteer appreciation events (virtual)
- Attending regular meetings to connect and collaborate with the team and volunteers like you

Qualifications/skills and knowledge requirements:

Candidates should:

- Demonstrate a passion for the environment and communication
- Have excellent writing and communication skills
- Be well-organized and detail-oriented
- Be self-motivated with the ability to meet deadlines and demonstrate initiative

- Be a compassionate, people person with a lifelong-learner attitude

Advanced candidates will:

- Have proven experience recruiting, training, and managing people

Organization

Root Solutions works to provide conservationists and policymakers with tools and resources informed by the proven methods of behavioral economics and behavior design allowing them to create more effective campaigns, policies, and strategies that reflect how people are actually motivated and make decisions. By understanding human behavior and the factors which influence the choices people make, conservationists will be able to “nudge” people toward decisions and behavior that are good for them and good for the planet.

Location & Logistics

This position will be 100% remote, but candidates must be able to connect with us via Zoom or over the phone. This position is part time.

We are requiring a minimum commitment of 8 hours per week over 12 weeks. Ideal candidates will be able to commit to 6+ months.

Compensation

This is a volunteer position.

Application Materials

Interested applicants should submit a resume and, in lieu of a cover letter, create an internal memo describing three ways that you would motivate and reward people who work without pay. Send application materials to:

Ashleigh Kellerman
Project Manager
Email: info@therootsolutions.org
Subject Heading: Volunteer Coordinator

Please indicate whether you are planning to work for class credit or note whether you will receive any work-study or grant money for this position. Also indicate the number of hours you will be able to commit per week and whether you will be available during normal working hours.

Root Solutions

415.260.0626

info@therootsolutions.org

www.therootsolutions.org