



Volunteer Coordinator

Forest Preserve District of Kane County

Contact Name: Shelley Kouzes

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Closing Date:

Salary: \$31.22 - \$40.96 per hour with a starting wage of \$31.22

Description:

Volunteer Coordinator

The Forest Preserve District of Kane County is hiring a Volunteer Coordinator to join its Community Engagement team. Under the leadership of the Director of Community Engagement, this position will be responsible for developing, administering and continuously improving the volunteer program in support of the District's mission. Key areas of responsibility include volunteer recruitment and placement, onboarding and training, program coordination, volunteer engagement and recognition, records management, and collaboration with District staff and community partners. The District's Volunteer Coordinator connects passionate community members and other partners with the meaningful work that helps to preserve and restore Kane County's natural areas, improve wildlife habitat, and enhance the quality of life for all Kane County residents.

The ideal candidate brings strong interpersonal skills, excellent organizational and time management skills and the ability to meet deadlines while managing multiple priorities. **Applicants must possess a Bachelor's degree in public administration, public relations, human resources, parks and recreation, communications or closely related field, and have at least two years in volunteer management, public administration, parks and recreation, or closely related field.**

This is a full-time, non-exempt position with an hourly range of \$31.22 to \$40.96 with a starting wage of \$31.22 per hour plus eligibility for the District's full-time benefits package. This position will be open until filled with a first review of applicants Friday, August 7th.

Interested applicants may learn more about the District's competitive compensation program and benefit plans at <https://www.kaneforest.com/careers>. Applications must include a cover letter, resume and professional references to be considered complete. For more information about the Forest Preserve District of Kane County, visit <https://www.kaneforest.com>. The Forest Preserve District of Kane County provides equal employment opportunities and actively supports veterans in the workplace.

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Human Resources Department by telephone at 630-208-8662 or by email at HRForest@kaneforest.com.

