



Please submit resume and  
cover letter by:

**FRIDAY, MARCH 3, 2023**

1029 Fletcher Ave, Suite 100  
Indianapolis, IN 46203  
[www.kibi.org/jobs](http://www.kibi.org/jobs)

PLEASE NOTE: RESUMES WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

Keep Indianapolis Beautiful (KIB) is an environmental and community non-profit that engages diverse communities to create vibrant public places, helping people and nature thrive. We partner with neighborhoods, local government, universities, community groups, and businesses to achieve our vision of an Indianapolis that is loved, cared for, and ecologically rich. We are also one of the most volunteered-for organizations in Indianapolis, working with thousands of volunteers each year to plant trees and native landscapes, organize litter cleanups, turn vacant lots into pocket parks, create outdoor classrooms, restore habitat, and educate and employ youth.

KIB helps people and nature thrive most effectively when we reflect the diversity of perspectives, voices, and abilities found throughout our city. The principles of diversity, equity, and inclusion are essential to our work – from supporting biodiversity in nature to engaging communities. KIB is an equal opportunity employer that encourages applicants – including people of color; people who are LGBTQ; veterans; people who are multilingual or multicultural; and individuals of various ages and abilities – to help us create a team with a broad range of backgrounds and thinking.

**Position:** Volunteer Coordinator  
**Full/Part Time:** Full-time  
**Reports to:** Manager of Volunteer Programs  
**Exempt/Non-Exempt:** Non-Exempt  
**Pay Range:** \$18.50 - \$20.00/hr.  
**Benefits:** 403b match up to 3%; medical, dental, and vision insurance, life insurance, short- and long-term disability, PTO, and Holiday Pay

**Position Purpose:**

The Volunteer Coordinator is responsible for recruiting and maintaining KIB project volunteers, handling public volunteer project postings and coordination, leading the KIB Ambassador program, supporting outreach to community partners, and helping guide positive volunteer experiences. The Volunteer Coordinator works closely with the Manager of Volunteer Programs to help accomplish cross-programmatic goals and objectives while supporting volunteer communications for one of the largest volunteer organizations in Indianapolis.

**Duties, Functions, and Responsibilities include:**

**1. Volunteer Recruitment**

- a. Recruit and retain new and returning volunteers.
- b. Attend project workdays and ensure a positive volunteer experience,
- c. Build relationships with key partners to increase long-term engagement,
- d. Coordinate canvassing project promotion to existing volunteers for assigned projects,

- e. Work closely with the Clean Neighborhood Department to support litter abatement project volunteer needs (at least 12 projects per year).
- 2. Internal and External Communication**
    - a. Coordinate with project managers and the community engagement team on volunteer needs and logistics for projects,
    - b. Prepare and post public project postings and handle all communications with volunteers,
    - c. Respond to volunteer inquiries for all KIB programming,
    - d. Work with RecycleForce and other partners for litter-related projects in tandem with the Clean Neighborhoods Department.
  - 3. Ambassador Management**
    - a. Cultivate and expand relationships with volunteer Ambassadors,
    - b. Create and coordinate volunteer project details for Ambassadors,
    - c. Coordinate special Ambassador educational and appreciation opportunities,
    - d. Use feedback and experience to improve program satisfaction.
  - 4. Special Event Planning**
    - a. Create avenues for volunteer appreciation,
    - b. Lead and/or co-lead special event planning throughout the year, including Plogging, Ambassador/Tree Tender Celebrations, and the annual KIB Appreciation Event.

**Knowledge, Skills, and Abilities include:**

- Experience in volunteer recruitment and engagement,
- Diversity, equity, inclusion and belonging training and/or experience,
- Comfortable with Salesforce CRM, Formstack, and Windows programs,
- Familiarity with data management and evaluation,
- Able to plant a tree, lift a bucket of mulch, pick up litter.

**Characteristics of a Strong Candidate:**

- Strong listening and communication skills,
- Able to engage and manage large groups of people at projects,
- Ability to multi-task and meet strict deadlines in a fast-paced environment,
- Understand that diversity, equity, and inclusion are integral parts of our work,
- Highly organized, self-motivated, and flexible in work schedule and project implementation,
- Enjoys working both indoors and outdoors,
- Interest in KIB's mission and values; *Teamwork, Responsibility, Excellence, Openness, Balance, and Joy.*

**Education or Equivalent Experience:**

- Minimum High School Diploma or Equivalent,
- Two (2) + years of relevant experience,
- Bachelor's Degree preferred,
- Valid Driver's License,
- Spanish language skills helpful.