Under direction of the Resource Development Manager, responsible for managing the University Arboretum volunteer program. Develop and coordinate volunteer teams that run events and activities, including our largest earned income and public outreach program, Arboretum plant sales, as well as assist with other donor and community stewardship events and activities. Develop and enhance new and existing volunteer programs. Work closely with the Arboretum Director, Resource Development Manager and Director of Development to implement key partnerships, communication and programs that enhance support of the Arboretum with its major comprehensive campaign.
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<th>Essential Responsibilities: (Functions)</th>
<th>More Information</th>
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45% Leadership and Coordination of Community Volunteer Program

1. Volunteer Recruitment, Training and Placement
Recruit volunteers for new and existing Arboretum program areas through coordinated outreach. Develop and sustain relationships with campus units, key student groups, and community groups to inform and engage staff, faculty, students, and community members in Arboretum volunteer projects. Plan and coordinate introductory training for new and continuing volunteers. Help place graduates in appropriate Arboretum program(s) and follow up with graduates and their staff liaisons for evaluation of volunteer experience.

2. Volunteer Program Management
Establish guidelines and protocol for each volunteer group. Develop new volunteer program areas as needed. Serve as the liaison for certain volunteer program areas, such as docents, as needed. Provide periodic "in service" training and educational programs for volunteers and staff liaisons. Help facilitate social/fieldtrip events with staff liaisons. Make sure appropriate tools and equipment are provided to each volunteer team, and facilitate the maintenance of those materials through staff liaisons. Review each volunteer program and areas annually. Evaluate effectiveness and areas for improvement. Communicate with volunteers and staff in person and through regular written communication. Act as the primary liaison for Arboretum volunteers regarding risk management, parking, and University policies.

3. Volunteer Leadership Development
Plan for development of volunteer leadership. Develop a robust system for identifying and cultivating volunteer
leaders, moving them towards higher levels of responsibility and authority. Work with staff liaisons to assist with this process by supporting volunteer leaders in suitable ways. Identify suitable jobs divided in manageable amounts for volunteer leaders. Develop system for recognizing work of volunteer leaders.

45% Coordination of Outreach Events and Activities Through Volunteer Teams and Leaders:

1. Enhance and Develop Volunteer Teams for Plant Sale Events
   Work closely with FODA leadership and Arboretum staff to enhance and develop volunteer teams and leaders to plan and execute large-scale public plant sales. Recruit and develop volunteer leadership to manage critical aspects of the plant sales program including event coordination, schedule planning, marketing, community outreach, and member and donor stewardship at events. Work in partnership with FODA leadership to increase support for the Arboretum through the expansion and refinement of the plant sales volunteer program. Oversee recruitment and orientation of student volunteers for plant sales. Serve as a key staff liaison for volunteers during sales events.

2. Develop Volunteer Teams for Member and Donor Cultivation Events
   Recruit and develop volunteer teams and leaders to plan and execute multiple member and donor cultivation events and tours throughout the year. Support development of guest lists, event scheduling and planning, site logistics and event documentation and follow-up.

3. Develop Volunteer Teams for Community Outreach and Presentations
   Recruit and develop volunteer teams and leaders to effectively communicate the Arboretum’s mission, educational messages, and resource development opportunities to outside groups. Facilitate the development of community presentations and programs that increase awareness of the Arboretum's need for support. Recruit volunteers to establish a speaker’s bureau. Advise on ways to more effectively engage with the community.

10% Administration
Assist in management and development of database systems
to collect and maintain accurate and complete records on Arboretum volunteers, members, donors and affiliates. Perform regular administrative duties as required by University and Arboretum personnel.

| Physical Demands: | Lift and maneuver program materials and equipment weighing up to 20 lbs. |
| Work Environment: | - This position is a critical position and subject to a background check. Employment is contingent upon successful completion of the background investigation including criminal history and identity check. |
| | - Valid CA's license to transport program materials to various sites. |
| | - Work overtime including evenings and weekends to meet operational need. |
| | - Employee is personally responsible for following safety procedures/guidelines. |

| Qualifications | - Volunteer Management experience including recruitment, selection, and training; planning and executing complex events using volunteer leadership; and organizing and managing staff and/or volunteers. |
| | - Communication, decision making and problem solving to provide accurate and timely feedback, identify and resolve problems/conflicts, determine appropriate methods of communication for diverse groups, and build effective team environment. |
| | - Interpersonal and customer service skills to work effectively with diverse constituents including University administrators and business leaders, donors, faculty, staff, students, volunteers, support group members, and community members. |
| | - Business and financial skills with budget management, cost controls, and inventory control and accounting. |
| | - Organizational skills to achieve timely progress on multiple simultaneous projects, distribute effort |
appropriately among the projects, meet deadlines and maintain a high level of productivity.

- Experience making group presentations and training a diverse group of people.

- Analytical skills to research, analyze, compile, and write detailed plans and reports.

- Computer skills with word-processing, spreadsheet and presentation programs including experience with database programs such as (e.g., Filemaker Pro, Donor Perfect), Microsoft Office, Outlook, etc.).

- Experience in project management.

- Skills developing, supporting and fostering leadership in others.

- Experience working in a fundraising and sales/retail environment.

- Knowledge of the university environment to work effectively with other campus units.

- Knowledge of and interest in Arboretum mission and horticultural programs.

**Expectations**

- Read, follow and model the UC Davis Principles of Community.

- Strong professional ethics and accountability.

- Lead by example and foster leadership and teamwork.

- Support and enhance fundraising activities and community relations.

- Take initiative to generate innovative approaches, originate action without instruction, and establish goals and priorities for events, programs and fundraising.

- Be sensitive with/and understand complex relationships.
between individuals and organizations and the University and use good judgment in resolving misunderstandings on issues impacting the Arboretum and the University.

- Initiate new strategies, partnerships, and approaches.

- Maintain a strong commitment to high quality customer service.

- Understand the importance of cultivating relationships within and outside of the organization to represent the Arboretum with a high degree of professionalism and integrity; seek to accomplish goals with measurable results and empower others to do the same; create a vision of achievement.