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<b>JOB TITLE:</b>	Volunteer Coordinator	<b>JOB CATEGORY:</b>	Administration
<b>Department/Group:</b>	Administration	<b>Job code/Req#:</b>	AD-0001
<b>Location:</b>	Buford	<b>Travel required:</b>	Occasional
<b>Level/Salary range:</b>	N/A	<b>Position type:</b>	Volunteer
<b>Contact:</b>	socialimpact@smmbuford.org	<b>Date posted:</b>	09/01/2023
		<b>Posting expires:</b>	09/30/2023
<b>External posting URL:</b>	<a href="https://grow2bwithu.weebly.com/">https://grow2bwithu.weebly.com/</a>	<b>Internal posting URL:</b>	<a href="http://www.smmbuford.org/">http://www.smmbuford.org/</a>

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## APPLICATIONS ACCEPTED BY:

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**Fax or Email:** socialimpact@smmbuford.org      **Subject line:** G2B Volunteer Position

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## JOB DESCRIPTION

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### Role and Responsibilities

- Responsible for engaging, coordinating, training, and growing G2B's volunteer resources to meet the needs of the growing garden
- Responsible for identifying, recruiting, and maintaining a sustainable base of volunteers, ensuring that all volunteers are engaged in meaningful work and are appreciated and recognized for their efforts
- Serves as a liaison for Grow2B volunteers
- Schedule and manage volunteer schedule for those assisting with special projects at Grow2B or those simply wanting to devote some volunteer time to the garden outside of any special project initiative

### Qualifications and Education Requirements

- Enthusiastic, positive, and passionate advocate of the garden
- Fast learner, strong interpersonal skills, friendly, outgoing demeanor, able to connect with diverse individuals
- Excellent verbal and written communication skills and attention to detail

### Preferred Skills

- Previous experience overseeing volunteer programs

### Additional Notes

This Volunteer position with G2B requires a 12-month commitment with an ability to perform a minimum of approx. 6-8 hours a week of associated work. When there are fundraising events or other ad hoc activities, expect additional hours to assist in the execution of said event/activity.

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