



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## YMCA Southcoast JOB DESCRIPTION

**Job Title:** Volunteer and Outreach Coordinator

**Job Family:** Farm

**FLSA Status:** Non-Exempt; 20 hours/week

**Reports to:** Farm Director

**Compensation:** \$15/hour

---

The Sharing the Harvest Community Farm is a program of the Dartmouth YMCA. The farm's mission is to alleviate hunger for children, families, and seniors in need of food assistance on the south coast of Massachusetts by growing and distributing fresh, nutritious produce to emergency food programs throughout the region; To promote volunteerism and build our community through neighbors helping neighbors; and To cultivate an awareness of hunger and provide education about nutrition, food origination, and farming. The farm is run on five acres of land and is largely run by a mighty force of volunteers.

### **Position Summary:**

The Volunteer and Outreach Coordinator ("Coordinator") supports all volunteer efforts at the Dartmouth YMCA by recruiting volunteers, communicating with existing and new volunteers, tracking volunteer hours, and more. In addition, the Coordinator maintains all social media platforms for the farm program and develops the farm's monthly newsletter.

### **Essential Functions:**

- Develop strategies for volunteer recruitment.
- Schedule volunteer groups and school field trips.
- Respond to volunteer emails in a timely fashion.
- Coordinate volunteer groups such as school classes, corporate groups, religious organizations, etc.
- Maintain volunteer tracking systems.
- Maintain social media platforms such as Facebook and Instagram by creating at least three posts on each platform each week.
- Take pictures of branch activities to be used for marketing materials.
- Manage the Great Change Harvest program.
- Coordinate annual volunteer appreciation breakfast.
- Engage local media and other promotional outlets to promote the farm.
- Other duties as assigned.

**YMCA Southcoast  
JOB DESCRIPTION**

**Job Title:** Volunteer and Social Media Coordinator (continued)

**Qualifications:**

- Positivity and enthusiasm for Sharing the Harvest Community Farm.
- Excellent organizational, communication and interpersonal skills required.
- Previous volunteer coordination leadership role.
- Ability to work well independently and as a team.
- Knowledge of computers and data entry with experience using Microsoft Office suite of programs, especially Excel, Outlook and PowerPoint.
- Ability to work a potentially flexible schedule, including some evenings and weekends.

**YMCA Competencies:**

***Mission and Community Oriented:*** Accepts and demonstrates YMCA values. Works effectively with people of different backgrounds, abilities, opinions and perceptions. Demonstrates a desire to serve others and fulfill a community need. Recruits volunteers and builds effective, supportive working relationships with them.

***People Oriented:*** Seeks first to understand the other's point of view; remains calm in challenging situations. Builds rapport and relates well to others. Listens for understanding and meaning; speaks and writes effectively.

***Results Oriented:*** Strives to meet or exceed goals and deliver a high value experience for members. Embraces new approaches and discovers ideas to create a better program participant experience. Makes sound judgments and transfers learning from one situation to another.

***Personal Development Oriented:*** Accurately assess personal feelings, strengths and limitations, and how they impact relationships. Pursues self-development that enhance job performance. Demonstrates an openness to change; seeks opportunities in the change process.

**Physical Demands:**

- Candidates should be able to help volunteers with lifting and pulling, often 50+ pounds.

**To apply, please send cover letter and resume to Maia Shwartz at [mshwartz@ymcasc.org](mailto:mshwartz@ymcasc.org) by October 15<sup>th</sup> at 5pm.**