

Rest-Stop-Ranch Inc.

Seasonal Part-Time Job

Coordinator: Outreach & Volunteers

The Coordinator of Outreach & Volunteers helps our target audiences become more aware of Rest-Stop-Ranch offerings, and helps to fill and support volunteer roles.

Wage = \$15./hr.

Time = 8 hrs./wk.

Duration = Approx. 25 weeks, April - November

Schedule = Tuesdays and Thursdays, 12:30pm - 4:30pm

Program Description & Provisions

Private Garden Time by RSVP, free-of-charge, is available Tuesdays/Thursdays, 1pm - 4pm, April - October. Reservations by phone: 978-887-4202 (Mary), at least 24 hours prior to visit. At the start of each garden program session, the Outreach Coordinator settles in at an umbrella-covered teak table, at the Welcome Table Area. An Outreach Kit will be on the table, or at the Cottage Office:

- [Program Evaluation Forms \(Guest Self-Reports\)](#)
- [Diversity, Equity & Inclusion \(DEI\) Photo Permissions \(Guests\)](#)
- [Diversity, Equity & Inclusion \(DEI\) Report Card \(Internal Report\)](#)
- [Rest-Stop-Ranch PC Laptop \(email, social media, volunteer websites, & file-keeping\)](#)

Role Description & Responsibilities

- Manage Welcome Table Area, including: photos, program evaluation, DEI record-keeping
- Help Coordinate Garden Guest Volunteers (ideally 3-5 per session), across 3 garden areas.
- During “quiet time” at the Welcome Table Area, please check on volunteer wellness, and please help spread the word via social media or other media outlets.

A. Team Meeting

Participate in a Team Meeting, to help with volunteer assignments, education and support.

B. DEI Photos

The Outreach Coordinator is a champion of diversity, equity, and inclusion. S/he ensures that Rest-Stop-Ranch, at end-of-season, has photos showing diverse people, for outreach materials, towards the goal of increasing diversity at our programs.

C. Guest Program Evaluation

At the end of a visit, guests are encouraged to sign our guestbook and/or complete an evaluation.

D. DEI Report Card

The Outreach Coordinator fills out a DEI Report Card at the end of each program session. The DEI Report Card will provide metrics for monthly reports, and 2022 Annual Report.

E. Team Debrief

Participate in a Team Debrief, to discuss overall feelings, successes, challenges, surprises, and lessons learned.

Required Experience, Abilities & Skills

- A positive can-do attitude and an open mind
- An enthusiastic willingness to represent Rest-Stop-Ranch's mission and vision
- Experience coordinating people with different roles, abilities, and personalities
- Experience coordinating papers for office follow-up
- Ability to see/hear/speak clearly, and move about the 3 garden areas easily
- Ability to manage Welcome Table Area for 3 hours, busy and slow times, rain or shine
- Skill to warmly welcome all people without judgement or bias
- Skill to collect and manage carefully personal information
- Skill to write clearly with pen on paper
- Skill to communicate verbally and non-verbally
- Skill to create a safe environment, assess dynamic safety, and follow safety best practices
- Skill to "keep calm and carry on" with a sense of humor

Ideal Candidate

A mature individual able to commit to the full season schedule, April - November. Spring/Summer vacation time is ideally discussed and pre-planned at beginning of season.

Helpful Experiences:

- Managing outreach/marketing goals for a non-profit organization in the disability space
- Managing volunteer individuals and groups in a non-profit organization in the disability space
- Working directly with persons living with long-term illness or disability
- Education "in the field"
- Interest or knowledge in horticultural therapy practices

2022 COVID Safety Practices in the Garden

Garden Guest Services Coordinator and Volunteers are responsible for their own safety and for creating a safe environment for guests. Wear a face-mask in the garden when interacting directly with guests, or if guests are within 10 feet. Hand-sanitizer will be available at the Welcome Table and at the entrance/exit of 3 garden areas.

Recruiting for this Job

2022 January - February

Training for this Job

2022 March

Apply for this Job:

Please e-mail to mary@marymacmissions.com, hiring manager, or post mail to:

Mary E MacDonald
Rest-Stop-Ranch
202 Haverhill Road
Topsfield, MA 01983

- A cover letter
- A volunteer application, 4 pages complete.

Thanks for your interest in joining our team at Rest-Stop-Ranch!