

Rest-Stop-Ranch Inc.

Job Description: Volunteer Coordinator

About Rest-Stop-Ranch

Our non-profit organization has been serving the community since 2010. Supported by dedicated volunteers, we offer support and sanctuary for all touched by long-term-care.

Job Summary

The Volunteer Coordinator recruits, trains, manages, supports, and develops our volunteers. This is a year-round, part-time position with flexible hours based on office hours and program times (approximately 8 hours per week).

Responsibilities

- Recruit, interview, and train volunteers.
- Manage volunteer schedules and assignments.
- Provide ongoing support and guidance.
- Conduct evaluations and exit interviews.
- Maintain volunteer records.
- Communicate effectively with volunteers and the team.
- Promote volunteer opportunities.
- Participate in weekly team meetings and monthly check-ins.
- Ensure compliance with COVID safety practices.

Qualifications

- Positive attitude and enthusiasm for Rest-Stop-Ranch's mission.
- Experience coordinating diverse individuals and groups.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality.
- Proficient in written and verbal communication.
- Ability to create a welcoming environment.
- Experience with people with disabilities is a plus.

Additional Requirements

- Ability to work outdoors, rain or shine.
- Comfortable using basic computer programs.
- Commitment to ongoing learning.

Compensation and Benefits

- \$20 per hour.
- Flexible work schedule.
- Unpaid vacation time (pre-planned).
- Make a positive impact in the community.

Volunteer Programs and Schedules

Rest-Stop-Ranch offers year-round programs (Board of Directors, Garden Crew, Memory Café, Caregiver Support Group) and seasonal programs (Garden Rx Hospitality, Sunday Stroll, Holiday Stroll, Winterfest/Bonfires, Student Interns). The Volunteer Coordinator will manage volunteers across all programs. See 2025 Volunteer Opportunities below.

To Apply

Please submit a cover letter and completed team member application (found at [<https://rest-stop-ranch.org/team/>]) to teams@rest-stop-ranch.org or 202 Haverhill Road, Topsfield, MA 01983.

Rest-Stop-Ranch is an equal opportunity employer and values diversity.

2025 Volunteer Opportunities

Year-Round; Weekly

Board of Directors; Support Programs Onsite & Meet Monthly

- Need: Group of 5-10.
- Currently: Group of 5.

Garden Crew; Thursdays, 9am - 12pm

- Need: Group of 5-10.
- Currently: Group of 5.

Year-Round; Monthly

Memory Cafe; 2nd Saturday, 9:30am - 12:30pm

- Need: Group of 5-10.
- Currently: Group of 3.

Caregiver Support Group; 2nd Thursday, 7pm via Zoom

- Need: 1 additional co-facilitator.
- Currently: 2 co-facilitators.

Seasonal; Weekly

Garden Rx Hospitality; Tuesdays or Thursdays, 12:30pm - 4:30pm

- Need: Group of 3-6.
- Currently: 0

Seasonal; Monthly

Sunday Stroll; 2nd Sunday, 9:30am - 2:30pm

- Need: Group of 3-6.
- Currently: 1.

Seasonal; Special

Holiday Stroll; 1st 3 Saturdays of December, 3:30pm - 7:30pm

- Need: Group of 3-6.
- Currently: 0

Winterfest/Bonfires; 3 Saturdays in Jan, Feb, Mar, 12:30pm - 4:30pm

- Need: Group of 3-6.
- Currently: 0

Student Interns; College and High-School

- Need: We can support 1-3 at a time, if similar timeline.
- Currently: 0