

## **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 volunteer corps. This is a year-round, part-time position with flexible hours based on office hours and program times (approximately 10 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 public health 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**

- Able to meet weekly with office staff onsite or via Zoom, Wednesday mornings.
- Able to meet & check-in with onsite volunteers during program times.
- Ability to work outdoors, rain or shine.
- Comfortable using basic computer programs.
- Commitment to ongoing learning about nonprofit management (read books, attend webinars, lectures, etc).

#### **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](mailto:teams@rest-stop-ranch.org) or mail to: 202 Haverhill Road, Topsfield, MA 01983.

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

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### 2025 Volunteer Opportunities

#### Year-Round; Weekly

Board of Directors; Support Programs Onsite & Meet Monthly

- Group of 5-10

Garden Crew; Thursdays, 9am - 12pm

- Group of 5-10

#### Year-Round; Monthly

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

- Group of 5-10

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

- 2 co-facilitators

#### Seasonal; Weekly

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

- Group of 3-6

#### Seasonal; Monthly

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

- Group of 3-6

#### Seasonal; Special

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

- Group of 3-6

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

- Group of 3-6

Student Interns: College and High-School

- We can support 1-3 at a time, if similar timeline & program requirements.