

**National Tropical Botanical Garden
Volunteer Coordinator
National Headquarters
Kalaheo, Hawaii**

JOB POSTING

The National Tropical Botanical Garden has an immediate opening for a full time Volunteer Coordinator based at the National Headquarters in Kalaheo, Hawaii.

The primary responsibilities of this position are to lead, coordinate, and administer all aspects of the Volunteer Program to include program compliance; recruitment, orientation, retention, supervision, recognition, and management of volunteers. The ability to exemplify the values and mission of the Garden and interface with a wide variety of people is essential. The ideal candidate will provide excellent customer service to internal and external clientele, maintain organization in a busy environment, and complete multiple projects in a timely manner.

Desired Knowledge, Skill, and Abilities

- Associate's degree and two years of work experience in HR, staff supervision, education, or a related field or any combination of education and experience that provides equivalent knowledge, skills, and abilities
- Applied understanding of volunteer program coordination
- Ability to work with multiple departments and Executive Management team to coordinate program needs
- Understanding of Non-Profit fundraising processes and procedures is desirable.
- Must have strong communication skills; be highly organized and able to multi-task. Excellent interpersonal and PC skills required.

Deadline to submit: Open until filled

Submit Letter of Interest and Resume to:

Email: hr@ntbg.org or Fax: (808) 332-9765

Postal Mail/In Person:

Human Resources - Headquarters
National Tropical Botanical Garden
3530 Papalina Road
Kalāheo, HI 96741

Applications are available from the NTBG website: NTBG.org

An Equal Opportunity Employer/Pre-Employment Drug Screening Required

July 29, 2019