Organization Description
The Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick is an internationally recognized linear park that seamlessly connects cultural districts, neighborhoods and destinations while also serving as downtown hub for the city's greenway network. The Indianapolis Cultural Trail includes 5 acres of lush gardens, a vibrant art and culture program and is open and accessible 365 days a year. The Trail has become the way by which most people experience downtown Indianapolis and is managed and operated by Indianapolis Cultural Trail Inc, a 501(c)3 non-profit organization.

Indianapolis Cultural Trail Inc (ICT) is a team of motivated and enthusiastic individuals that take great pride in what we do with and for the community. We have a flexible work environment and encourage big ideas and creative thinking. We work with volunteers and community partners to help carry out our mission and are grateful for generous contributions from donors to ensure the Trail is beautiful and accessible for everyone.

Job Description
This part time, hourly, non-exempt position will work primarily with the operations team, which is responsible for the horticulture, landscape and maintenance for the Indianapolis Cultural Trail: A Legacy of Gene and Marilyn Glick. The volunteer coordinator will organize volunteer opportunities for individuals, organizations, and businesses and respond to incoming volunteer requests, depending on season position could range from 10-20 hrs/wk Reports to: Director of Horticulture and Landscape

Work Environment
This position will be mainly indoors and most work will be done on the computer or on the phone. This role will serve as the primary point of contact for all of our volunteers so strong interpersonal and communication skills are essential. The typical work week is Monday through Friday during normal business hours, with occasional weekend work with advance notice.

Responsibilities
Primary responsibility - ~ 70% of time spent
- Coordinate with volunteers including communication and scheduling and work with volunteers to identify opportunities that meet their goals; provide program information, recommendations, and scheduling support to prospective volunteers and groups
- Develop and implement goals for the volunteer program that reflect the mission of the organization and strategically leverage volunteer relationships, time, and talent
- Communicate with volunteer inquiries by phone and email in a timely, informative, and professional manner
- Organize group volunteer projects including individuals, weekly volunteer programs, and community service events
- Maintain accurate volunteer records in Salesforce volunteer database (CRM)
- Solicit volunteer input and feedback on events and initiatives
- Work with operations team to understand opportunities for volunteers

Secondary responsibilities - 30% of time spent
- Work with marketing team for content to increase recruitment and outreach
- Work with development team on special projects related to volunteers (no fundraising)
- Welcome volunteer groups as needed
- Help other departments with major ICT events such as; Spring Clean, FFA Day, Fall Community Clean up
- Evaluate and actively participate in community engagement opportunities with partners
- Research and recommend best practices in volunteer programming
- Act as a community liaison on behalf of the Indianapolis Cultural Trail
Indianapolis Cultural Trail Inc
Volunteer Coordinator
Indianapolis, IN

All ICT employees serve as an ambassador for the organization and interact in a positive way with Trail users and the general public in downtown Indianapolis. As ICT is a growing organization; team members typically take on other duties as assigned when needed.

Requirements

Preferred

- High school diploma or equivalent combination of education, training or experience
- Outstanding written and oral communication skills
- Exceptional organizational and scheduling skills
- Previous experience working with volunteers
- Familiarity with Salesforce (CRM) or comparable volunteer databases
- Familiarity with downtown Indianapolis
- Self-motivated with a positive attitude
- Show initiative and pride in work
- Demonstrated ability to build and maintain relationships with stakeholders and community members
- Experience with the Google suite

Abilities

- Timely, efficient, and friendly email communication skills
- Perform work independently and prioritize projects
- Flexible, collaborative and adaptable in a fast paced and public facing work environment

Compensation

$22/hour

Benefits

ICT offers a variety of benefits including health, dental and vision insurance, retirement plan and employer match, flexible work environment, company paid holidays, and generous paid time off. A full benefits package will be included upon request or during the interview process.

To Apply

Qualified applicants should send resume and letter of interest to:

Volunteer Coordinator
Indianapolis Cultural Trail, Inc
132 W. Walnut Street, Indianapolis IN 46204
jobs@indyculturaltrail.org

If submitting via email, please list “Volunteer Coordinator” in the subject line. Applications will be accepted through February 6th or until the position is filled.

Indianapolis Cultural Trail Inc is committed to diversity among our staff and is an equal opportunity employer. ICT participates in E-Verify. Offers of employment are contingent upon a background check including the sexual offender registry as ICT employees regularly engage with the public.