

## Urban Roots Seeks a Volunteer Manager



**Employer:** Urban Roots

**Position:** Volunteer Manager (Exempt, Salaried, Benefits)

**Reports to:** Programs Director

**Location:** Austin, TX

**Schedule:** Monday through Friday, some Saturdays, Full-Time

### **Who we are:**

Urban Roots uses food and farming to transform the lives of young people and inspire, engage, and nourish the community. The only farm-based youth development and community impact organization in Austin, we have served over 500 youth through paid internships that support their growth as leaders. This past growing season our staff, youth interns, and volunteers harvested over 34,000 pounds of sustainably grown produce on our farms in east and south Austin. We dedicated more than 75% of that to increasing food access to underserved communities through our own programs and our hunger-relief partners.

To learn more about Urban Roots, we encourage you to visit our website and check out this video from [CBS News/ Go Daddy](#), and this [article in Culture Map Austin](#).

### **Who We Seek:**

Urban Roots is seeking a collaborative Volunteer Manager (VM) with superior communication skills, organization skills, technology skills, and a love of building community. The right candidate is looking to take the lead of a critical organizational function that every team depends on and exemplifies Urban Roots' values.

The VM supports critical youth and food access program activities and Urban Roots' events through the management and execution of every aspect of our volunteer programs. The VM is dependable, flexible, has a great sense of humor, and is committed to food equity and sustainability. As a collaborator across the organization, the VM will work closely with the Program, Farm, Development, and Marketing & Communications Teams to recruit, coordinate, and host volunteers on our farms and at public events. The VM loves connecting the community to the amazing work youth, staff, and volunteers are doing at Urban Roots. The VM is excited to steward and develop relationships with individuals as well as community and corporate volunteers as part of a larger community building and engagement strategy. The VM possesses supreme organizational skills and enjoys working independently and in a team environment.

Urban Roots is an Equal Opportunity Employer that offers positions with varying skill levels and responsibilities that amplify our mission. We strongly encourage members of traditionally underrepresented communities to apply, including people of color; LGBTQiA+ identified people; people with differing abilities and genetic differences; veterans; and people who speak, read or write a language in addition to English.

### **As the Volunteer Manager, your time will be spent in support of the following:**

#### Volunteer Management

- Develop and drive volunteer engagement strategy as part of our larger community engagement strategy
- Recruit community (individual, organizational, and corporate) volunteers for farmwork,

- working closely with the farm and program teams to reach their goals
- Recruit community volunteers for Urban Roots' events, working closely with the development team to reach their goals
- Manage all direct volunteer communications, including sign up software and notifications re: changes in schedule, etc.
- Manage all volunteer data, including: tracking data in volunteer dashboard & database, administering surveys about volunteer experience, organizing data for reporting & analyze for process improvement & program quality
- Coordinate corporate volunteer group visits to the farm, collaborating w/ development team to reach relationship & fundraising goals.
- Host community members while they are on the farm, including leading them through agricultural tasks on the farm during staff led volunteer days, and participating in farm work during youth led volunteer days

#### Community Engagement

- Support all community visits to the farms (including events, tours, etc.) through maintenance of visitor processes, including safety, intake/waivers, shared staff policies, and site preparation and maintenance for hosting guests.
- Work with the Community Engagement Programs Manager to support Urban Roots' engagement efforts with residents in South East Austin through community events and outreach

#### Educational Tours & School Programs

- Coordinate with schools and other community groups to schedule tours and farm visits

#### **Other Requirements:**

Two years or more of professional experience coordinating volunteers with increasing responsibilities.

While performing the duties of this job, the VM will be expected to:

- Work Saturdays when volunteers are present (Work hours during the week will flex to accommodate occasional weekend or evening work)
- Lift 40 lbs. and work outside in all kinds of Central Texas weather
- Attend and support Urban Roots' functions and special events as needed
- Attend all-staff meetings and occasional all-staff farm work days
- Communicate and exchange accurate information in a variety of formats including in-person, electronically, and over the phone
- Operate a computer efficiently and accurately
- Have a sincere interest in and openness to learn basic farming skills (prior farming knowledge or skills are not required)
- Follow CDC and APH Covid safety guidelines and be fully COVID vaccinated and boosted. Exemptions may be requested
- Bilingual English and Spanish skills are a strong plus

#### **Compensation, benefits, and workplace location:**

The salary range offered for this position is \$45,000 to \$48,000, commensurate with experience. Our benefits package includes:

- Significant employer contribution toward health insurance benefits coverage
- Employer paid short-term and long-term disability insurance
- Time off: 120 hours per calendar year of paid time off (PTO), prorated according to start date; 11 additional paid holidays (including your birthday) and the work days between Christmas and New Years Day

- Farm fresh veggies!

Urban Roots has offices within AISD at 4900 Gonzales St in East Austin that are open for use by all staff. We currently have a hybrid office / work-from-home schedule, requiring up to several days per month at the office depending on Austin Public Health's COVID guidelines. This role requires the VM to work from the office, the farms, and it will allow for the flexibility to work from home as well.

**Application process:**

- Resumes and inquiries should be emailed to [jobs@urbanrootsatx.org](mailto:jobs@urbanrootsatx.org); only complete applications (with a cover letter and resume) will be considered
- Use email subject line "Volunteer Manager Application"
- REQUIRED: In PDF format, a resume and brief cover letter that answers both questions
  - 1) Why are you interested in working at Urban Roots, and
  - 2) What part of this job description resonates most strongly with you, and why?

Application period closes February 4th, 2022. This position is available immediately and will remain open until filled. Final round candidates will be given a background check before an employment offer is finalized. Phone call inquiries will not be accepted.