

Volunteer Coordinator

Position Overview:

Salary: \$20.00 hourly

Job Type: 1040 hours annually, (app. 20 hours/week; flexible schedule), potentially becoming fulltime as funding allows

Reports to: Volunteer and Education Program Manager

Duty Station: Willamette National Forest, Springfield Interagency Office

Recruitment: Applications due October 1, 2025



Specific Duties include, but are not limited to:

- Recruit and train forest volunteers
- Manage the CV volunteer database (Better Impact)
- Ensure that all necessary volunteer paperwork (service agreements, consent forms, emergency contacts, risk assessments, etc.) is properly completed and loaded into the volunteer database
- Train and troubleshoot, as necessary, to support volunteer and partnership use of the database
- Conduct regular communication with volunteers
- Assist in implementation of the Volunteer Operations Plan
- Participate in crew lead training and assist, if necessary, in field outings
- Maintain Better Impact and eLearning and document library
- Assist in planning and supporting annual events
- Interact and engage with the public
- Assist with all programs, as assigned

The ideal candidate will have:

- Strong written and verbal communication skills
- A high degree of self-motivation
- The ability to work independently and/or with others
- Organizing and team-building skills
- Knowledge and experience with word processing, spreadsheets, shared drives, and meeting software
- A love of the outdoors
- A sincere and genuine interest in engaging with the public and volunteers of all ages and diverse backgrounds
- An attitude of tolerance and respect for all people's perspectives and experiences
- A commitment to the mission of Cascade Volunteers and the US Forest Service

Working Conditions:

This position will be roughly 90% in an office environment at a computer and 10% serving in the field. Some weekend or evening shifts may be required.

Onboarding:

We will conduct reference checks as part of our recruitment process. We will conduct a criminal background check on final candidates as required for the position and access to the Forest Service network.

Questions:

For more information contact Stacy Rudisill at volunteer@cascadevols.org.

To apply: Email Cover letter and Resume to chair@cascadevols.org. The cover letter should address your experience as it pertains to this opportunity. If you are selected for an interview, you will also be asked to provide 3 professional references. **Applications are due by October 1, 2025.**