



Position

Volunteer Coordinator

Summary Description

CRC is working to expand its volunteer program, specifically aiming to get more community members involved in our mission to "protect the natural resource and rural lifestyle of the Clearwater Watershed for future and present generations." We are looking for someone to help manage, coordinate, and grow the volunteer program. Do you have ideas on what motivates people in the community to volunteer? Do you have some experience with or excitement for organization and managing folks? Do you enjoy thinking big and implementing your ideas? If you said yes to any of those questions, you might be the perfect person for this role!

Duties/Responsibilities

Duties include but are not limited to:

- overseeing volunteer duties and checking in with volunteers
- directing volunteer questions to the appropriate CRC staff member
- collaborating with CRC staff to build out the volunteer program structure (i.e. development of a handbook, volunteer surveys, etc.)
- brainstorming and implementing ways to attract and retain satisfied volunteers
- managing the volunteer intake system
- match volunteers' skills/interests to available positions
- attending CRC staff meetings when available

Time Commitment

2-4 hours per week

Requirements

- some management experience is desired but not required
- interest in helping to further develop a program
- attention to detail
- working knowledge of microsoft suite

Training/Supervision

The volunteer coordinator will work closely with Amanda Zelnis (CRC watershed coordinator). Weekly meetings will serve the purpose of brainstorming, developing, and managing the volunteer program.

Benefits

- engage with fellow volunteers and community members
- have an impact on CRC programs
- make a difference in the Seeley Lake community
- CRC's annual volunteer picnic

Roles are flexible! Please inquire with any interest!

To apply or inquire about this volunteer opportunity, go
to www.crcmt.org/volunteer. You can also contact:

Dave Torell, Executive Director
Clearwater Resource Council
(406)677-0069
dave.torell@crcmt.org