

**VOLUNTEER COORDINATOR -
5 HOURS/ WEEK (\$300 MONTHLY STIPEND)**

PRIMARY DUTIES AND RESPONSIBILITIES:

Job Notice - Birdhouse Volunteer Coordinator

Title: Birdhouse Volunteer Coordinator, a part-time (5 hours/week) contracted position that reports to the Birdhouse Board of Directors. The job description is attached.

Monthly Stipend: The Birdhouse Volunteer Coordinator will be paid in monthly installments of \$300, which is equivalent to \$3,600 on an annual basis. This is a contracted monthly stipend. The Birdhouse Coordinator is responsible for his/her own payroll taxes. Hours worked must be recorded weekly and shared with the Board of Directors.

Work Schedule: The Birdhouse Volunteer Coordinator will set his/her own work hours, ensuring the work outlined in the contract is completed each week. ***Availability on at least one Sunday afternoon and Monday evening is necessary, as that is when Board Meetings occur.*** Applicants will need to be flexible and accommodate a variable schedule - including some evening and weekend work. Applicants will also need to have regular access to a phone and internet access; as well as have access to reliable transportation. They may wish to set regular office hours that could shift on a week to week basis.

Background:

The Birdhouse, a project of The Neighborhood Center, is operated in the interest of fortification and preservation of community space. The Neighborhood Center provides venue for the building and strengthening of the Fourth and Gill neighborhood of Knoxville, Tennessee and Southern Appalachia as a whole. The overall goal of this long-term collaboration is the preservation, renovation and viable operation of the building known as the 4th and Gill Neighborhood Center. We partner with the residents of the region in providing volunteer-run space where active skill sharing, DIY workshops, musical and performing arts events, participatory media production, historical documentation, gardening and artistic creation and exhibition can contribute to the life of the immediate community and the general public.

Summary:

The Birdhouse Community Center in the Fourth & Gill Neighborhood (Knoxville, Tennessee) is seeking an enthusiastic and hard-working Volunteer Coordinator to oversee the effective running of the daily operations of the community center. Specifically, this a part-time contractor position responsible for working to ensure a robust and active Board of Directors as well a strong volunteer base for the Birdhouse. Included in this is assisting or directly helping in organizing and implementing a monthly clean up workday at the center. **There is a volunteer-driven ethos at the Birdhouse and therefore the selected Volunteer Coordinator may**

have a drive or call to work outside of the salaried 5 hours per week which the organization's current budget affords, however there is no expectation by the Board to do so.

Essential Duties and Responsibilities

- Works to recruit and coordinate with the Maintenance Bottomliner in organizing and carrying out successful work days to meet work trade agreements the Birdhouse has set with the Fourth & Gill Neighborhood Association.
 - Determining needed materials for work days, and may require physically picking up materials on an as-needed basis.
 - Learning the Work Trade Agreement projects and engaging with the Fourth & Gill Neighborhood Center Committee who builds the yearly project list.
 - Coordinating with the Fourth & Gill Liaison and working to engage the Fourth & Gill Neighborhood in workdays
- Until a Maintenance Bottomliner is in place, Volunteer Coordinator agrees to organize, promote, and participate in a 3 hour workday/clean up day at the Community Center once a month.
- Educate the public on the history and mission of the Birdhouse and how the space operates, including the center's policies and guidelines.
- Communicates with and encourages a strong and active Board of Directors.
 - Attends monthly Board Meetings (currently **1st Sunday of the month at 4pm**)
 - Requests agenda items from Directors for the Birdhouse's monthly meetings at least a week in advance of meeting.
 - Creates an agenda based on Board and organizer group feedback. Sends out and posts through various outlets reminders about Birdhouse Board Meeting and encourages wider Organizer group to attend and become involved as well.
 - Ensures that meeting notes are taken and sent out by someone to the Board and Organizing Listserv.
 - Promotes open Board positions and assists Directors looking to step off Board in finding a replacement
- Regularly checks in with Events Coordinator and the Board to determine current needs of the Birdhouse and how these needs can get accomplished while working around scheduled events.
 - Regular check-ins on the current needs and capacities of volunteers and Board members
 - Works with other Board members and Bottomliners to harness tools such as social media, sign up sheets, and listservs to announcement and promote workdays; as well as other needs, material and otherwise, of the center.
- Brings forth any volunteer related issues for consideration to the Board.

- Communicates often and directly with the Fourth & Gill Neighborhood Center Liaison and the Fourth and Gill Neighborhood Organization regarding ongoing worktrade agreements as well as other perceived maintenance needs of the center
 - Relaying work trade updates that you've received from the Maintenance Bottomliner to Board and/or Liaison.
- Attends Monthly Birdhouse as well as Fourth and Gill Board Meetings (**1st Sunday afternoon and 3rd Monday evening respectively.**)
 - Documents expenses, keeps receipts, and requests reimbursements when necessary.
- Temporarily picks up tasks and responsibilities in areas of Social Media, and Maintenance if and when those roles aren't currently filled by volunteers.
- Working with Events Coordinator to ensuring up-keep and general tidiness of the community center (or outsourcing)
 - Tidying up, and sweeping and mopping of the downstairs space
 - Tidying front foyer, kitchen, bathroom and library area.
 - Weekly trash and recycling delivery to the curb for pickup.
 - Maintenance of the yard and garden beds
- Shares tasks with Events Coordinator in the following areas if Board seats are vacant: Treasurer, Grant Writing/Fundraising; regular tidying of space; taking trash recycling out to curb for city pickup
- Coordinates with Treasurer, Grant Writing / Fundraising
 - Ensures all legal annual reporting, filing, and insurance coverage is completed and up to date.

QUALIFICATIONS:

Commitment to: The principles and values of the Birdhouse Community Center: love, creativity, inclusivity, and diversity; Working with and building a pristine relationship with the Fourth & Gill Neighborhood and Board; Building a solid volunteer and support base for the Birdhouse Community Center; Working as a Birdhouse organizer; Serving in Birdhouse Board of Directors; Caretaking and maintenance of the community center.

Knowledge of: Basic operations, services and activities of the Birdhouse Community Center; Building and grounds operations and maintenance needs; Methods and techniques of report preparation; Local, state and federal regulations pertaining to funding sources, use of controlled substances, and other regulations pertinent to the operations of the building; Pertinent Federal, State and local laws, codes and safety regulations.

Skill in: Organization and time management; Ability to work independently and take initiative while also fostering a non-hierarchical shared decision-making process throughout the Birdhouse community space; Community relationship building and networking; Computers and

applicable software - specially Google Docs and Sheets; Facilitating meetings; Marketing and promoting; Public speaking; Building and grounds maintenance; Fluency in Spanish is desired but not mandatory. *Familiarity and experience working at the Birdhouse/ helping to organize events, or at other community centers is desired but not mandatory*

Ability to: Work flexibly based on the volunteering needs of the Birdhouse; Communicate clearly and effectively, both orally and in writing; Recommend and implement goals and objectives for providing programming and events; Prepare clear and concise reports; Serve on committees and boards; Determine program timelines and schedules; Collaborate with outside entities to accomplish missions and goals; Elicit community and organizational support for a variety of programs; Interpret and explain city policies and procedures; Prepare and administer budgets; Allocate limited resources in a cost-effective manner; Establish and maintain effective working relationships.

Physical Requirements/Environmental Conditions: Requires prolonged sitting or standing; Requires physical exertion to manually move, lift, carry, pull, or push heavy objects or materials; Requires stooping, kneeling, crawling, bending, turning, and reaching; Requires climbing and balancing; Must work indoors and outdoors year-round; Must work in noisy and crowded environments; Must work in and around dust, fumes, and odors.
Position also requires access to a *personal computer and internet; as well as reliable transportation.*

Supervision and Guidance

The Birdhouse Volunteer Coordinator will report directly to the Birdhouse Board of Directors.

Terms and Conditions

- Part-time 12-month initial contract
- \$300 per month contractor stipend

Application process

Applications should be submitted to Birdhouse Board at birdhouse-board@googlegroups.com with the subject line "Birdhouse Volunteer Coordinator" included.

The application should include:

- 1.) **Cover Letter**
- 2.) **Resume.**
- 3.) **Contact details for three people who are qualified to comment on your ability to undertake this work.**

Deadline to Apply: [Monday, June 24th](#)

Interviews: Interviews will be held the following week for selected applicants.

Please note that we are unable to respond to applicants who have not been selected for interview.