



Volunteer Manager Job Description

About the Atlanta BeltLine Partnership

Formed in 2005, the Atlanta BeltLine Partnership (ABP) provides the collaborative platform for advancing the Atlanta BeltLine project. ABP's mission is threefold: to enable the construction of more parks and trails by raising money from the private sector and philanthropic community; to engage the public through programming, events, and activities; and empower BeltLine residents through partnerships that bring about positive outcomes in the areas of health, housing, and economic opportunity.

In delivering its mission, ABP works closely with Atlanta BeltLine, Inc. (ABI), which was formed in 2006 to manage the implementation of the Atlanta BeltLine project. Tasked with overseeing the planning and execution, ABI works closely with City of Atlanta departments to define details of the plan, secure public funding, inform and engage members of the community, and serve as the overall project management office for the construction of the trails, transit, parks, and other key components.

Position Overview

Title: Volunteer Manager

Reports to: Deputy Executive Director

Department: Programs

Employment Status: Regular/Full time

The Volunteer Manager is part of the Atlanta BeltLine Partnership's Program team and is responsible for administering the Atlanta BeltLine Partnership's volunteer programming. The Volunteer Manager will recruit, train, evaluate, maintain, and recognize volunteers through a program to include individual and group volunteers to support organizational programs and supplement staff resources.

Duties for this role will require managing existing volunteer programs while reimagining and relaunching programs that were paused and/or adapted during the pandemic. Our volunteer program includes programming which helps maintain the BeltLine parks and trails e.g., the Adopt-the-Atlanta BeltLine, DIY service kits, group volunteer events for sponsors and other key stakeholders, and seasonal public volunteer events. The Volunteer program also includes BeltLine educational volunteer opportunities like our Speakers Bureau, tabling at community events, and assisting our Empower programming.

The Volunteer Manager serves as a liaison between volunteers and the Atlanta BeltLine Partnership, staying informed of upcoming developments on the BeltLine trail and in BeltLine parks and ensuring appropriate communication of these developments to BeltLine Adopter groups, general volunteers, and volunteer partner organizations when necessary. This position also works with other partner organizations e.g. Atlanta BeltLine, Inc., City of Atlanta Parks and Recreation, Park Pride, and Trees Atlanta, as needed to integrate Adopter and other volunteer efforts with BeltLine maintenance activity and long-term initiatives. This position also coordinates directly with the ABP Development staff to sustain and develop sponsor volunteer programming.

Key Responsibilities

- **Develop, train, maintain, and recognize an active, engaged, and growing volunteer base – (25%)**
Duties include relaunching/enhancing the volunteer program that has been dormant since COVID-19 and updating/building training materials, volunteer engagement, and volunteer recognition strategies. Establish relationships with key stakeholder events and volunteer partners Atlanta BeltLine, Inc., Park Pride, Trees Atlanta, etc. Create and manage a volunteer database and provide periodic volunteer management reporting including program metrics and a volunteer scorecard.
- **Administer the “Adopt-the-Atlanta BeltLine” program, in partnership with key Partners– (20%)**
The program provides an opportunity for community groups to play a direct role in improving and maintaining the Atlanta BeltLine. Duties include relaunching the program with existing groups, vetting groups interested in adopting the BeltLine, assigning and orienting new Adopter groups to open BeltLine segments, onboarding new BeltLine Adopter groups, monitoring, and recording their volunteer activity, collecting and recording volunteer hours and other program metrics, communicating updates and additional engagement opportunities to groups, re-assigning groups when appropriate, terminating groups for failing to comply with program terms, and responding to relevant requests from community and partner organizations. The Volunteer Manager will coordinate with the City of Atlanta Parks Department or Atlanta BeltLine Inc., to ensure volunteer activity is congruent with maintenance plans and is properly supported.
- **Manage DIY (Do It Yourself) Volunteer Program – (10%)** Duties include managing DIY inquiries, DIY workdays, refilling and ordering supplies, and coordinating with partner organizations to send volunteers to the areas in need of volunteer work.
- **Coordinate group volunteer days– (15%)** Duties include scheduling, scoping, and executing volunteer workdays, coordinating with volunteer groups, securing tools and materials, managing materials budgets when applicable, and communicating volunteer plans and any follow-up work needed to the City of Atlanta Parks Department, Atlanta BeltLine, Inc. (ABI), Trees Atlanta, and neighborhood stakeholders, including Friends of the Park (community) groups.
- **Coordinate BeltLine community volunteer events (non-adopter volunteer workdays) – (10%)**
Duties include scheduling, scoping, and executing community workdays, coordinating with volunteer groups, securing tools and materials, managing materials budgets when applicable, and communicating volunteer plans and any follow-up work needed to City of Atlanta Parks Department, Atlanta BeltLine, Inc. (ABI), Trees Atlanta, and neighborhood stakeholders. We typically host two of these events a year.
- **Coordinate volunteers at BeltLine events – (10%)** Duties include creating the volunteer opportunity sign-up page, communicating with volunteers, working with ABP staff to define the volunteer assignments, coordinating the volunteer schedule, and executing volunteer management day-of at the events. ABP hosts workshops, events, and one annual festival. These events are often on weekends or evenings.
- **Coordinate Speakers Bureau Training and Other Volunteer Opportunities – (10%)** Duties include hosting and managing the Speakers Training class and the volunteer opportunity sign-up page, communicating with volunteers, working with companies and organizations to schedule speaking and tabling opportunities, and executing volunteer management day-of at the events.

Education & Experience

- Associate Degree or higher
- 3-5 years of relevant professional experience (non-profit experience preferred)
- Community engagement experience
- Volunteer management experience
- Proficient in Microsoft Office Suite products and Video conferencing software
- Proficient use and experience with social media platforms
- Salesforce experience preferred

This position can operate mostly remotely on a Monday - Friday schedule, with at least one day per week at the Atlanta BeltLine Partnership offices checking and maintaining inventory for DIY Kits, conducting training, meeting with ABP staff, etc. Weekend availability is required. The Volunteer Manager will receive comp time the following week for any weekend work performed.

Compensation and Benefits

Competitive salary based on experience and qualifications, with health, dental, vision, and life insurance. A 401(k) plan is also available.

We offer a collaborative, fast-paced environment where you will get to build relationships with community and corporate leaders while knowing you are helping to improve the quality of life in Atlanta.

How to Apply

Please send a resume and cover letter to work@atlblp.org no later than **Friday, October 7th at 5pm.**

The Atlanta BeltLine Partnership is an equal opportunity agency and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, veteran status, disability status, sexual orientation, or any other basis prohibited by federal, state or local law. Please let the Atlanta BeltLine Partnership know if you need a reasonable accommodation to perform the essential functions of the position.