



**The Loppet Foundation
Volunteer Manager
Job Posting**

The Loppet Foundation's mission is connecting people to the outdoors through experiences that grow community. We value anti-racism, collaboration, growth, inclusion, play, stewardship and well-being. The foundation provides quality programming for youth and adults, produces world class adventures and events, and strives to create a welcoming and inclusive community in its operations in Theodore Wirth Park. The Loppet staff are dedicated and energetic individuals who work together leveraging the various aspects of the Foundation to create a whole that is more than the sum of its parts.

Primary Directive: Work to create a volunteer strategy across the organization. This includes determination of volunteer needs for all departments, how to leverage volunteer access and energy and create an enjoyable and rewarding volunteer experience.

Duties and Responsibilities:

- *Volunteer Strategy and Administration*
 - Establish a system of recruiting and retaining volunteers with a special emphasis on diversifying the Loppet volunteer corps, making connections with groups (e.g. community, corporate, schools, etc), and establishing relationships with Lead Volunteers.
 - Maintain and update a volunteer master database.
 - Lead and manage the creation and maintenance of online volunteer signups including waivers, collecting demographic information, specific event and task questions, task descriptions and shifts.
 - Support staff and volunteer leads with signup access, reports and technical assistance.
- *Events and Events Team*
 - Serve as an integral member of the Events team. Understand event operations and how it impacts volunteer tasks, locations and communication.
 - Oversee volunteer hospitality including check in, food and drink, and shirt/swag distribution. Includes supporting volunteers working outside of the normal event time frame or at remote locations.
 - Work with the Events team and volunteer leads to ensure that all volunteers receive timely communication regarding their volunteer task. Includes pre- and post-email communication and thank yous.
 - Create standard volunteer information sheets and task descriptions for events
- *Volunteer Appreciation and Communication*
 - Help organize volunteer appreciation events including an annual spring all-volunteer appreciation party
 - Establish a process of volunteer orientation
 - Manage a bi-monthly volunteer-focused email/newsletter that includes information on volunteer opportunities, profiles, DEI initiatives and other interesting information
 - Maintain the Volunteer page on Loppet website

Required Knowledge and Abilities:

- 2+ years experience working with volunteers
- Very strong interpersonal, communication and organizational skills
- Experience working in and with diverse communities, and a commitment to ensuring that everyone in our community is invited to be a part of and connected to a volunteer base supporting outdoor adventure and community building activities
- Demonstrated commitment to diversity, equity, and inclusion
- Experience working with Microsoft Office (Excel and Word), Monday.com and with a volunteer CRM system

This is a full-time salaried position, wages between \$ 43,000 and \$ 47,000 annually, depending on demonstrable experience. Schedule and location are flexible with the understanding that a presence during regular business hours is important and that there are a variety of evening and weekend events, some of which this role will be necessary to attend.

This position reports directly to the Development Director and includes the following benefits: Unlimited PTO, a simple IRA with the Loppet Foundation matching employee contributions up to 3% of the employee's salary, three health insurance plan

options and a dental insurance option. And the ability to work and play in the magnificent Theodore Wirth Park!

*We recognize the need for a diverse workforce and understand that traditionally underrepresented communities must be centered in the work we do. As a Foundation, we are committed to building a blended team that reflects the community we serve. **Hence, we strongly encourage BIPOC, Indigenous and Queer-identified individuals to apply.***

HOW TO APPLY: Email resume (preferably in .pdf form) and cover letter to hr@loppet.org with an e-mail subject that reads exactly "Volunteer Manager Application." In lieu of a cover letter you may provide an answer to one of the following questions:

- Based on the job posting, how do you see yourself adding value to this role and the foundation?
- Given your professional and personal goals, why are you interested in working with us right now?