

Yew Dell Botanical Gardens Job Description

Position Title: Education and Volunteer Coordinator **Date:** March 2025
Reports to: Event and Program Manager
Classification: Full Time, Exempt

Position Summary: Under the direction of the Event and Program Manager the Education and Volunteer Coordinator works to communicate and promote the mission of Yew Dell Botanical Gardens to external and internal parties. The Education and Volunteer Coordinator oversees and offers both planned and informal educational experiences related to gardening and environmental topics and oversees the volunteer programs to engage, educate and advance Yew Dell's mission. The Education and Volunteer Coordinator is part of a team providing an outstanding experience to our guests.

Job Responsibilities:

- Enrich the visitor experience by leading, facilitating and coordinating on-site visitor engagement workshops, demonstrations and programs.
- Represent Yew Dell at off-site community events.
- Recruit, provide orientation, schedule and track individual and group volunteers and provide leadership to create a positive volunteer experience.
- Collaborate with staff to coordinate volunteer needs and manage volunteer work days.
- Maintain the volunteer database and produce volunteer activity reports.
- Organize annual volunteer celebration.
- Provide volunteer and logistical support for Yew Dell events.
- Collaborate with other Yew Dell staff to support the organization's mission, programs and daily activities.
- Be present during events set up when needed and at Yew Dell events when appropriate.
- Other duties as assigned.

Requirements/Qualifications:

- Bachelor's degree preferred in horticulture or related field.
- Minimum of two years of experience in horticulture, program coordination and/or volunteer management.
- Excellent communication and interpersonal relations skills.
- Ability to manage projects and prioritize multiple assignments and deliver on a timely basis.
- Ability to identify needs and adapt to new technologies quickly.
- Excellent knowledge of computer, technology and digital media.
- Ability to thrive in a team environment.
- A positive attitude with staff, volunteers and guests.
- Must be willing to work non-standard hours and Yew Dell events as needed.
- Must have transportation to events, meetings and various functions as required.

To apply send your cover letter and resume to:

Yew Dell Botanical Gardens
6220 Old LaGrange Road
Crestwood, KY 40014

Or email to:

jobs@yewdellgardens.org



YEW DELL BOTANICAL GARDENS™