



Volunteer Coordinator

The Volunteer Coordinator (VC) acts as a bridge between LMB and our volunteers, helping match volunteer skills and interests with LMB's needs and opportunities. This is an incredibly special opportunity to help both LMB and volunteers in generating merit.

This is an unpaid, volunteer position that would be a great fit for an excellent organizer and communicator who wishes to be of service to LMB. Although this is unpaid, there are some great perks, as laid out below.

POSITION DESCRIPTION

The main goal of the VC is to work towards the dual benefit of successfully matching LMB and volunteer needs. A secondary goal is to consistently improve the volunteer lifecycle, focusing on the following areas:

- Outreach and recruitment
- Onboarding
- Quantity and variety of volunteering opportunities
- Quality of volunteering experience
- Communication
- Curation of the volunteer community and integration within LMB community
- Developing volunteer perks (the benefits and thanks for volunteering at LMB)

POSITION DETAILS

Location: Hybrid - mostly remote, with sometime on-site at LMB

Hours: 5-10 hours / week

Perks:

- Free access to all LMB programming, including retreats
 - During Retreats: Free Zoom/Commuter/Dorm Room
- Free accommodation and meals when working at LMB
- 6 nights free accommodation at LMB (to use for self-retreat or give to friends/family)
- Access to Pool and Sauna
- 30% staff discount at the bookstore

SPECIFIC DUTIES

Coordination with LMB Teams

- Coordinate with various LMB departments (operations, kitchen, bookstore, spiritual programs, etc) on a weekly/monthly basis to understand the upcoming needs and opportunities for volunteers

Volunteer Placement

- Place volunteers into appropriate opportunities in collaboration with LMB teams
- Match volunteers with suitable roles based on their skills, interests, and availability.
- Provide orientation and training for new volunteers.
- Maintain accurate volunteer records, including contact information, hours worked, and roles assigned.

Volunteer Support and Engagement

- Act as the main point of contact for volunteers, addressing inquiries and providing ongoing support.
- Foster a positive and inclusive volunteer culture, recognizing and appreciating volunteers' contributions.
- Organize volunteer meetings, appreciation events, and team-building activities.

Communication and Collaboration

- Communicate regularly with volunteers through newsletters, emails, text, and phone
- Present monthly opportunities to volunteers
- Reach out for last-minute opportunities as they pop up

Create and Manage the Weekend Docent Program

- Create, recruit, and train for the weekend docent program
 - Weekend docents will welcome people to the land, orient them to LMB offerings, and help improve guests' overall experiences
 - Docents will also hand out literature, offer tea and snacks, and collect donations where appropriate

Manage Volunteer Database

- Keep the volunteer database up to date
- Work towards improving the volunteer database

REQUIRED SKILLS AND EXPERIENCE

Excellent written and verbal communication skills

Excellent people management skills

Excellent organizational skills, with an emphasis on scheduling

Comfort with change, unpredictability, and adapting on the fly

Beneficial technological skills:

- Google Suite
- Constant Contact
- Social Media
- AirTable

HOW TO APPLY

To apply, please submit your resume, a brief cover letter, and your details here:

<https://form.asana.com/?k=N71AP2fLBDGNPcJgRNNMhA&d=597447037570324>

If you have any questions you can reach out to Kai Johnson at

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