



## Volunteer Coordinator – Job Description

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### City Garden Montessori School

[City Garden Montessori School \(City Garden\)](#) is the only Montessori charter school in Missouri, and we have strong academic outcomes. Our team possesses passion and determination to implement the Montessori approach to educating children in a diverse, public school environment. City Garden is committed to being an anti-biased, anti-racist community and seeks others who are passionate about these values. We are committed to continuous learning and growth for adults in the community, to foster excellence for all City Garden children.

Located in St. Louis, Missouri, City Garden is in its 15th year as a charter school, having received a second 10 Year Charter with the state of Missouri in 2017. We began in 2008 with 53 students; now, we have over 500 children in preschool through eighth grade. As we grow, we continue to seek individuals to join us who share our vision for academic excellence for all children and holistic Montessori education, rooted in equity and social justice.

City Garden has attracted support from [The Opportunity Trust](#), and the [Chan Zuckerberg Initiative](#) recently released a [case study](#) about City Garden's innovative model. You can read more about City Garden by clicking on the links in this section.

### About the Position

City Garden seeks a detail-minded and collaborative Volunteer Coordinator to strengthen, implement, and manage its volunteer program. Within a highly collaborative culture of radical hospitality, the successful candidate will be a dedicated and passionate team member, excited to work to support the City Garden mission, values, and community. The Volunteer Coordinator will be responsible for strengthening and implementing City Garden's Volunteer Engagement and Management Plan, which involves the following six focus areas;

1. Managing submissions to the Volunteer Request Form, an internal form for volunteer requests.
2. Collaborating with the requester to confirm or identify the timeline for volunteer recruitment, as well as the roles, responsibilities, and expectations for volunteers.
3. Communicating said roles, responsibilities, and expectations to volunteers through recruitment, outreach, and onboarding.
4. Facilitating core training and onboarding for all volunteers, in addition to any complementary training needed for their specific role.
5. When applicable, transferring the volunteer to their new relationship manager.
6. Stewarding volunteers throughout their relationship with City Garden Montessori School through communications, recognition, and planning of the annual Volunteer Appreciation Luncheon.

The Volunteer Coordinator will also partner very closely with the Chief Communications Officer to develop needed marketing and outreach materials when needed, as well as Principals, Building Operation Managers, Lead Guides (teachers), Parent Action Committee members, and other school administration and leadership. The Volunteer Coordinator will report directly to the Chief Communications Officer.

## What does success look like for this role?

The Volunteer Coordinator fundamentally serves as the intermediary between the volunteer requester and the volunteers themselves. The Volunteer Coordinator will be successful in this role when there is consistent clarity and accountability between the requesters and volunteers. The Volunteer Coordinator will also work closely with the Chief Communications Officer to manage and coordinate community engagement events opportunities.

## Core Responsibilities

### General Volunteer Engagement & Management

- Managing the six focus areas of the Volunteer Engagement & Management Plan
- Managing tools and systems for engagement and management, like Sign Up Genius, Cognito Forms, etc.
- Building relationships with key stakeholders, including staff, parents/guardians, alumni, etc.
- Developing an internal dashboard or system for tracking metrics and data (either numeric or anecdotal) related to volunteer engagement (i.e., active volunteer percentages sub-population, volunteer retention and attrition rates, etc.)

### Supporting Communications, Other Duties & Required Events

- Partnering with Director of Admissions to support volunteers needs for student recruitment (October through April, with some summer outreach)
- Partnering with the Chief Communications Officer to support content review and proofreading, and event support and set up
- Partnering with the Chief Communications Officer to support volunteer needs for the annual Block Party in May 2023
- Partnering with the Chief Communications Officer to support general administrative and fundraising operations needs for the Administrative Network Team.

## Qualifications – Required

- At least 3 – 5 years of overall professional experience; ideally 3+ in volunteer management or coordination
- Experience scheduling, mentoring and supervising volunteers
- Exceptional written and verbal communication skills, including writing reports and presenting to audiences of various sizes
- Exceptional organizational skills
- Hands-on, leads by example
- Excellent group facilitation skills
- Experience working with diverse populations, with direct knowledge of and commitment to anti-bias and antiracism practices
- Exceptional interpersonal skills and ability to build rapport with individuals of all backgrounds
- Demonstrated resourcefulness and good judgment
- Ability to multi-task while maintaining vigilant attention to details
- Integrity/ethics beyond reproach
- Constantly looking to apply best practices

## Qualifications – Preferred/Additional Skills

- Demonstrated experience in community engagement and project management
- Training in systemic racism, dismantling racism and addressing privilege (must have a firm grasp of anti-bias/anti-racism language and framework)
- Experience planning and coordinating events, large and small
- Proven effectiveness supervising others, empowering them to make decisions

## Benefits and Compensation

This position is full time, eligible for health, retirement and vacation benefits. This position requires a vehicle and a valid driver's license, some evening and weekend hours; applicants must have schedule flexibility. This position offers a salary range of \$42,000 to \$45,000 and robust benefits including medical, dental, retirement, and generous personal time off. This position also has some remote work options, and more information can be provided upon request.

## What It's Like to Work at City Garden

**Our work is a calling.** We are implementing a very unique, specialized approach to education. City Garden is also much more than a school—we have a deep commitment to doing “whatever it takes” for our children and families, and we educate our children in the context of an active, vibrant, diverse community. All of this requires a special kind of commitment. Staff must also have a high level of cultural competence, and be committed to constant growth in this area.

**Our work requires being coachable, an ongoing desire to learn and a sense of egoless-ness.** Our work is not easy. Our guides (teachers) individualize curriculum for every student, and have mixed age groupings. We are constantly aligning Montessori with the Missouri Learning Standards, and we strive to implement the Montessori approach with fidelity while meeting the requirements of teaching in a public school. Administrative and support staff must be able to think “outside the box” and have a relentless commitment to creating new ways of doing things, that lead to equity.

**Our work requires flexibility, independence and initiative.** We are a young organization; things change fast, and we are still developing programs, systems and structures. We are looking for people who are excited to create, innovate, and constantly learn new things!

**Our work is profoundly rewarding!** Our children love to come to school. They are joyful, funny and engaged, and they love all of the adults at City Garden. We have an incredible community of support beyond our walls, which includes parents, neighborhood residents, other organizations, businesses, foundations, corporations and lots of individuals who believe in us and our mission.

## How to Apply

Please apply by submitting your resume and detailed cover letter which highlights your interest in the position, relevant experience, and how you meet the qualifications and qualities sought for the position to [jobs@citygardenschool.org](mailto:jobs@citygardenschool.org).

City Garden Montessori School is an equal opportunity employer and an organization that values diversity, equity and inclusion. Recruiting staff to create an inclusive organization is a priority, and we encourage applicants from all cultures, races, ethnicities, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status, or other statuses protected by law. All candidates are evaluated solely on their qualifications to perform the work required.