



Volunteer + Rentals Manager

Hirundo Wildlife Trust is a 501c3 nonprofit organization that maintains the Hirundo Wildlife Refuge, a 2460-acre expanse of conserved forests and wetlands near Old Town, Maine. Our mission is to enjoy, understand and protect Hirundo's natural and cultural environment for the mutual well-being of our human and wildlife communities. We aim to connect all people with nature for mutual benefit. Learn more at www.hirundomaine.org or our Facebook page.

Hirundo is seeking an experienced employee to oversee volunteer management and rentals operation. **This position is PT and varies depending on seasonal activities. Average weekly hours will range from 10-15hr/week.** This position will be based between Hirundo Wildlife Refuge, our University of Maine office, and occasional outreach in the Greater Bangor community.

Volunteer Management: Responsible for ensuring the implementation of **annual volunteer recruitment plan** ensuring recruitment, tracking, retention and appreciation efforts (65%)

- **Recruit and onboard volunteers**, managing communications and check-ins. Ensure balanced recruitment efforts across various sources including: Universities, high schools, local businesses, civic organizations, churches
- Maintain internal **volunteer opportunities calendar and post to volunteer listservs**
- Organize and execute ongoing **volunteer retention + appreciation efforts**
- Maintain **active volunteer database and track key metrics**,
- Coordinate with staff to **ensure volunteer needs are met** and deploy volunteers across all areas of Hirundo operations
- Works with Marketing + Communications consultant ensure **advertising of volunteer opportunities** content for website + social media
- Works with staff to provide **logistical support for large annual community events** including Fall Fest, Meet A Scientist.

Rental Programs: Point of contact for Hirundo's **rental programs** including recreational equipment (e.g., snowshoes, boats), venue spaces, and private guided paddles. (30%)

- Handle **reservations, scheduling, and invoicing** for rental operations
- Maintain **rental tracking spreadsheets** recording key metrics
- **Oversee inventory**, recommending repairs, replacements, and upgrades as needed

- Works with Marketing + Communications consultant to ensure **advertising of rental program opportunities**
- Works with Fundraising + Community Outreach consultant to **develop new equipment and space rental opportunities**
- Coordinate logistics with other staff as needed, including recruiting volunteer or part-time support staff as needed.

Other Duties: (5%)

- Provide **administrative support** as needed and directed by Board of Trustees
- Participate in **community tabling opportunities** as needed

Salary: starting at \$20/hr

Professional Requirements:

- At least three years experience volunteer recruitment and management experience
- Strong organizational abilities and a self-starter
- Strong written and oral communication skills including public speaking
- Proficiency with technology and database management tools (including but not limited to Google Workspace, Mailchimp, social media)
- Ability to interface with and engage diverse groups
- A sociable personality who is a team player
- Love of the great outdoors

Hiring is contingent on reference and background checks.

To Apply: Email cover letter, resume, and references to info@hirundomaine.org