



## Volunteer and Property Manager

**Reports to:** Executive Director

**General Summary:** Recruit, train, coordinate, and supervise volunteers to help carry out the work and mission of the EJC, especially in areas of maintaining the grounds and animal care for a 15-acre homestead. Full time with benefits.

Primary Responsibilities:

1. Property Management
  - a. Plan short and long-term ground maintenance
  - b. Attend Buildings and Grounds meetings
  - c. Manage Maintenance budget
  - d. Support and create an annual calendar of property management tasks including animals and landscaping.
  - e. Supervise and collaborate with the part-time maintenance worker to prioritize tasks and resources.
  - f. Manage quotes for projects and contracted work
2. Volunteer Management
  - a. Report to the executive director for all work
  - b. Give volunteers an orientation to the Center according to the Volunteer Handbook policies, including safety guidelines, task responsibilities, and method for recording of volunteer service
  - c. Record and report regularly the number of volunteer service hours to the Executive Director
  - d. Develop a database of volunteers listing their skills, interests, availability, and contact information
  - e. Inform the Executive Director when other paid staff will be needed to help with volunteers
  - f. Plan and coordinate with the EJC Director, for an annual volunteer appreciation event and for Annual Fall Festival Fundraiser
3. Attend staff meetings
4. In charge of animal care and the purchasing of animal feed and supplies
5. Assist in planning and coordinating events that need volunteers
6. Occasional help with field trips and tours

### Knowledge, Skills and Abilities Required

1. Previous experience working with youth and adults and the ability to supervise, mentor, and collaborate with youth and adults including court-ordered community service volunteers.
2. Strong communication skills, both written and oral.
3. Knowledge of buildings and grounds maintenance and landscaping, preferably permaculture background.
4. Willingness in animal care - prior experience is preferable.
5. Computer skills: competency in Microsoft Office suite, database entry.
6. Organizational abilities with scheduling and volunteer tasks.
7. Collaboration with other organizations especially in volunteer recruitment.

### Physical and Mental Requirements:

1. Ability to perform physical activities that require considerable use of arms and legs and moving whole body, including the ability to walk significant distances, stand for extended periods, lift moderate weights, and stand and stoop. Ability to maintain body equilibrium to prevent falling when walking, standing or crouching on slippery or erratic surfaces.
2. Ability to lift 50 pounds.
3. Ability to work as a team member.
4. Ability to manage a variety of personalities.
5. Ability to be pleasant with others on the job and display a cooperative attitude.
6. Willingness and ability to do hands-on outdoor work: grounds and animal care.
7. Patience, perseverance, flexibility, and good humor.

### Additional Requirements:

1. Valid driver's license.
2. Openness to learn and understand the mission of Racine Dominicans and implement the goals of the Eco-Justice Center.
3. Valid insurance if using own vehicle for Eco-Justice Center business.
4. Successful completion of a background check, physical exam and drug test.
5. Reliable, responsible and dependable in fulfilling obligations.
6. Tuesday-Saturdays, Saturday hours are dependent on coordinated volunteers.
7. Honest and ethical.

Please send a cover letter and resume to Sister Réjane Cytacki, Executive Director by April 6, 2018  
[rejane@ecojusticecenter.org](mailto:rejane@ecojusticecenter.org) and 262 681-8527.