

# Mazama Volunteer & Committee Coordinator



**Job Description:** The Mazama Volunteer & Committee Coordinator works hand-in-hand with the staff and volunteers to ensure the success of committee programs at the Mazamas. This includes collaborating with committees as an accountability partner on committee work, including the operation of courses and activities, website trainings, and managing the bi-annual scheduling process. This position reports directly to the Executive Director (ED) and works in coordination with the staff, volunteers, and external partners.

## **Key Responsibilities:**

### **Committee Coordination:**

- Oversee all committees that deliver internal or external programming—education, activities, events
- Manage scholarship programs
- Collect and communicate feedback to volunteers

### **Database Management & Scheduling**

- Responsible for the scheduling process, including training volunteers, being the expert in scheduling systems, and communicating scheduling needs with the rest of the staff
- Responsible for collecting/managing update requests for the database and website and communicating those needs to the IT department.

### **Volunteer Coordination**

- Provide a minimum of twice annual Committee Orientation program (fall & spring)
- Provide regular website trainings for committee members
- Lead the bi-annual scheduling process

### **Volunteer Appreciation**

- Organize and manage an annual Volunteer Appreciation event
- Develop and manage other volunteer appreciation programs
- Lead the Mazama communications during Annual Volunteer Appreciation Week

### **Administration and Reporting:**

- Monthly reporting to the Executive Board
- Ensure completion of monthly reports by committees

### **Office Management:**

- Once a week take responsibility for the phones if needed
- Be available to open/close the office once a week if needed

### **Other Duties as Assigned:**

- The above list does not capture all of the tasks that will be associated with this position. Other duties will be assigned.

**General:** Be familiar with the organization—its members, activities, culture, history, and committees. Consistently promote the Mazama mission, membership, and program engagement.

### **Qualifications:**

- Highly organized, professional, able to see the big picture and be detail-oriented; project-management experience is desirable.
- Excellent verbal and written communication skills.
- A strong desire to collaborate with volunteers on organizational objectives.

- High comfort level with computers and computer systems.
- Willingness to work nights and weekends as needed.
- A love of the mountains and experience with hiking and climbing preferred.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment

**Preferred Skills:**

- One year or more of professional experience in administration and/or office management
- Experience with Salesforce, Google Drive, and website content management systems
- A love of the mountains and experience with hiking and climbing

Successful candidates must be willing to submit to a background & criminal history check. The purpose of this position description is to provide information reflecting current practices and does not constitute or create any contractual agreement, rights, or obligations. This position description may be amended.

**Details**

**Position Title:** Volunteer & Committee Coordinator  
**Reports to:** Executive Director  
**Status:** 32 hours per week (with an increase to 36 in fall, Hourly, Exempt)  
**Salary:** \$18-\$22/hour depending on experience  
**Benefits:** Medical, Dental, Vision (Kaiser), Access to 401k plan (Regular or ROTH)  
**Flexible Schedule:** Allowed; must be arranged with supervisor (typical office hours are 9 a.m.-5:30 p.m.)  
**Virtual Work:** Allowed, must be arranged with supervisor

**About the Mazamas:** The Mazamas was established July 19, 1894 on the summit of Mt. Hood. We have a proud tradition of leadership, safety, conservation, and climbing education in the Northwest for well over a century. Our mission is to promote mountaineering through education, climbing, hiking, fellowship, safety and the protection of mountain environments. To support this mission, we offer over 250 climbs and 700 hikes annually, and sponsor conservation and research to protect and better understand the alpine environment. Our activities depend almost entirely on the efforts of hundreds of volunteers, who contribute over 40,000 hours of time annually to support Mazama programs.