



Galloping Grace Youth Ranch



Director of Volunteers & Events

*Do you enjoy connecting with people of all ages and backgrounds? Are you an excellent team player?
Do you enjoy working outside? If so, keep reading!*

We're looking for an enthusiastic, fun-spirited, friendly individual to manage the coordination of our volunteers and fundraising events through outreach, recruitment, engagement, planning, and logistics.

Essential Functions - Volunteer Coordination:

- Develop strategies for recruiting, training, managing, engaging, and recognizing volunteers
- Work with GGYR staff, on an on-going basis, to identify volunteer opportunities
- Process and maintain volunteer applications, background checks, communications, scheduling, etc.
- Create and implement volunteer orientation, training, and recognition program(s)
- Collaborate with volunteers to assess their interests/skills and match with GGYR's volunteer needs
- Through volunteer networks, cultivate and steward volunteers year-round
- Develop and maintain relationships with volunteers and community recruiting sources (i.e. local businesses, schools, etc.) and encourage involvement in all relevant activities and opportunities
- Recruit and work with volunteers to organize and execute outreach activities that promote GGYR's mission and programs, including community presentations and corporate engagement opportunities
- Participate in corporate volunteer sessions at local businesses/organizations to generate awareness of our programs and to open new doors for sponsorship opportunities
- Develop community contacts to recruit high-level volunteer leadership for our special event planning committees
- Ensure timely and efficient data entry related to all volunteer events and manage constituent information
- Schedule, supervise and participate in day-to-day volunteer activities at the ranch and special events
- Adhere to, interpret, and explain GGYR's safety policies and procedures to volunteers
- Other assignments as requested

Essential Functions – Event Coordination (Pumpkin Patch, Pork & Brew, etc.):

- Work with staff and volunteers to plan, set-up, execute, manage, and break-down GGYR's community events/fundraisers
- Develop and implement a comprehensive plan to execute special events; includes set-up/tear-down, purchasing from vendors/suppliers, budgeting, collaborating with community partners, volunteer recruitment/management, and logistics
- Develop and coach event planning committee members
- Create and maintain a welcoming and family-friendly environment at the event
- Manage, prepare, and maintain the physical event location, ensuring that venue challenges are addressed quickly and appropriate resources are coordinated
- Identify and drive process improvements that will enhance the visitor experience and improve event management
- Coordinate behind the scenes details (i.e. order products/supplies, manage city permits and logistics, and manage general administrative details)
- Handle related needs that arise, including executive support and administrative tasks



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Education, Experience & Skills Required:

- High school diploma or equivalent
- Two (2) years of relevant experience (volunteer recruitment/scheduling, event planning and coordination, etc.) in a fundraising environment
- An understanding of the value and importance of volunteers and fundraising at GGYR
- Outgoing, positive, engaging and enthusiastic about our mission
- Detail-oriented, proactive, well organized and excellent time management skills
- Self-starter, able to work independently and problem-solve
- Professional customer service skills with volunteers, visitors, youth, and community members
- Requires the ability to:
 - Prioritize, plan and work with a team to identify the volunteer needs of the organization
 - Build relationships with staff, volunteers, youth, community members, etc. on an on-going basis to accomplish a common goal
 - Manage and lead volunteers, with different levels of expertise, with diplomacy
 - Interact with and present to individuals and groups of volunteers and corporate partners
 - Remain calm during high pressure moments of an event in progress
 - Negotiate with vendors and contractors
 - Communicate well (both verbal and written) and work collaboratively as a team member or on an individual basis
 - Have FUN and bring JOY to others!
- A strong respect for community enrichment and a “giving back” attitude
- Willingness to work some evenings and weekends (specifically 4th of July weekend and the month of October)
- Comfortable and willing to get dirty and be in all types of weather (work environment is outside at a special event and/or a working ranch)
- Willing to learn the basic understanding of agriculture and livestock with a healthy respect for livestock size, strength and purpose
- Basic to intermediate skill level in all Microsoft Office Applications (Excel, Word, PowerPoint) and data entry in a donor database
- Perform physical labor associated with set-up and break-down of events, including the ability to bend, lift, and carry 50 pounds
- Operate routinely used tools and equipment associated with set-up and break-down of an event
- Must successfully pass a background check

Preferred Experience & Skills:

- Bachelor’s degree in relevant coursework or equivalent work experience
- Demonstrated success in the development and implementation of creating a Volunteer Program; application process, handbook, orientation, training, etc.
- Demonstrated ability to promote programs and develop relationships with individuals and corporate volunteer teams
- Demonstrated experience with event coordination and/or fundraisers; logistics, leading committees, volunteer management, etc.

Additional Details:

- GGYR does not have an office or workspace - work will be from a home office, the ranch, Pork & Brew, Pumpkin Patch, or other location, depending on the current needs and season
- Must have access to a computer, phone, printer and other basic office supplies



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Anticipated Schedule: Employment is full-time and year-round

Year-round: manage and schedule volunteers to assist with the Food Recovery Program, ranch duties, egg collection and packaging, livestock, garden, and grounds maintenance, trash pickup, etc.

- **February - May: Spring**

- Coordinate and host Spring Field Trip volunteers at the ranch
- Coordinate and manage group volunteer activities at the ranch (i.e. UNM's Spring Storm)
- Pre-plan and coordinate volunteers in preparation for our Summer Youth Programs
- Keep up with regular planning and communications (emails, phone calls, etc.)

- **May - Mid-August: Summer**

- Wrap-up Spring Break volunteer recognition
- Coordinate and host Summer Youth Program volunteers at the ranch
- Pre-Plan and host Pork & Brew at the Star Center in Rio Rancho (runs the weekend of July 4th)
- Coordinate and manage group volunteer activities at the ranch and for community events (i.e. corporate teams, Pork & Brew)
- Pre-Plan Pumpkin Patch activities, changes from previous year, etc.
- Pre-plan and coordinate volunteers in preparation for our annual Pumpkin Patch
- Pre-Plan and coordinate with Pumpkin Patch suppliers, city permitting, logistics, etc.
- Keep up with regular planning and communications (emails, phone calls, etc.)

- **Mid-August - November: Pumpkin Patch Season**

- Wrap-up Youth Summer Program and Pork & Brew volunteer recognition
- Coordinate and execute the transfer of Pumpkin Patch supplies/materials for set-up at the Star Center
- Coordinate and execute the layout and construction of Pumpkin Patch attractions, logistics, etc.
- Coordinate and host Pumpkin Patch volunteers at the Star Center in Rio Rancho (runs from October 1 - 31, from 9:00 am - 6:30 pm)
- Communication with Pumpkin Patch Suppliers (pumpkins, cornstalks, concessions, storage, dumpsters, bathrooms, hauling, etc.)
- Coordination and operation of tear down and clean-up of Pumpkin Patch and wrap-up with suppliers, Star Center, etc.
- Coordinate and manage group volunteer activities at the ranch and Pumpkin Patch (i.e. corporate teams)
- Keep up with regular planning and communications (emails, phone calls, etc.)

- **November - January: Winter**

- Wrap-up from Pumpkin Patch volunteer recognition
- Pre-plan and coordinate volunteers in preparation for Spring Field Trips
- Keep up with regular planning and communications (emails, phone calls, etc.)

Apply! To be considered for this opportunity, please email your expression of interest and resume to Jenifer Romero at jenifer@ggyr.org

Galloping Grace Youth Ranch is a place where kids lead kids while learning how to raise livestock, grow crops, explore the outdoors, and enrich the community.