



Horse Empowered Learning Programs

Therapeutic Riding Center

Job description - Volunteer & Development Coordinator

Horse Empowered Learning Programs (H.E.L.P.) is growing and looking for a part-time Volunteer Coordinator/Executive Assistant to join us and allow us to grow even more! H.E.L.P. is a non-profit Therapeutic Riding Center located northeast of Austin where we teach horsemanship and horseback riding skills to people with disabilities. The Volunteer Coordinator will play an important role at H.E.L.P. primarily recruiting, retaining and engaging volunteers for the program. Additionally, this person will also assist the Executive Director in day to day administrative duties.

Typical schedule is Tuesday through Saturday, daytime (~ 9 a.m. to 5 p.m.). Flexibility is needed to accommodate special events and lesson times, which occur on nights and weekends. Some parts of the job can be completed working from home.

Desired Experience

- o General non-profit experience, experience with volunteer coordination and fundraising preferable.
- o Knowledge of volunteer recruitment, retention, and engagement strategies.
- o Knowledge of volunteer/donor record keeping and communication platforms.
- o Excellent verbal and written communication skills
- o Strong organizational skills and ability to multitask
- o Problem-solving and decision-making skills
- o Ability to work effectively with minimal supervision
- o Strong interpersonal skills
- o Ability to treat confidential information with appropriate discretion
- o Exceptional attention to detail
- o Familiarity with Microsoft Office Suite - Using various software, including word processing, spreadsheets, and presentation software to prepare reports and/or special projects
- o Knowledge of marketing, communications, and social media strategies.
- o Event planning and grant writing experience preferred.
- o Horse savvy preferred. Knowledge of PATH Int'l standards and requirements.
- o Experience with therapeutic riding programs and/or equine related non-profits a plus.
- o Contacts in the local equestrian and/or philanthropic scenes a plus.



Horse Empowered Learning Programs

Therapeutic Riding Center

Expected Duties

- o Recruitment of new volunteers, including attending outreach events.
- o Ensure proper volunteer orientation and basic training.
- o Act as the main point of contact for volunteers, coordinating and managing volunteers for weekly classes and for special events.
- o Communicate with volunteers regarding last minute schedule changes, urgent needs, special events, training opportunities, etc.
- o Promote volunteer engagement through active communication and multiple touch points.
- o Play supportive role in all fundraisers and event planning (this may include evening and weekend activities).
- o Maintain accurate records for tracking of volunteer paperwork, training, and hours, and tracking of additional executive contacts.
- o Create and implement volunteer recognition programs.
- o Communicate regularly with the Executive Director, using judgement to escalate issues as necessary.
- o Prepare a volunteer update prior to each monthly meeting of the Board of Directors.
- o Manage volunteer-related costs. Assist the Executive Director in updating the annual budget.
- o Providing administrative assistance, such as writing and editing emails, drafting memos and preparing communications on the executive's behalf
- o Organizing meetings, including scheduling, sending reminders and organizing third parties when necessary
- o Answering incoming phone calls in a polite and professional manner and accurately taking messages
- o Maintaining comprehensive and accurate corporate records, documents and reports
- o Performing minor accounting and bookkeeping duties



Horse Empowered Learning Programs

Therapeutic Riding Center

Job Type: Part-time

Salary: \$15.00 per hour

Benefits:

- Flexible schedule

Schedule:

- Tuesday – Saturday
- On call
- Weekend availability

Experience:

- Microsoft Office: 2 years (Required)

Work Location:

- One location
- 18102 Becker Farm Rd., Pflugerville, TX 78660

Work Remotely:

- Minimal