



Audubon Society of Rhode Island

Position: Volunteer Manager

Do you have a passion for people and the environment? Audubon is seeking a Volunteer Manager to lead our newly expanded volunteer program and help connect all people with our mission to protect the environment and inspire a love of nature. The Volunteer Manager will play a vital role in developing, implementing, managing, and stewarding a comprehensive volunteer program.

Our Mission: To protect birds, other wildlife, and their habitats through conservation, education, and advocacy for the benefit of all people and other life.

Climate change has emerged as a principal priority of the Audubon Society of Rhode Island. Our partnership-based approach to policy, advocacy, education, research, and conservation has been critical to our success. We are seeking a team member who embraces an open and inclusive approach to build our grassroots volunteer network to advance climate change action, biodiversity, wildlife and habitat conservation; climate resiliency through nature-based solutions; and environmental education.

Audubon offers a supportive, collaborative team environment, where staff and volunteers work together with passion and purpose. Employees are valued for their contributions and supported in their professional growth. This role provides the opportunity to build meaningful community connections, expand corporate volunteer engagement, and strengthen the impact of Audubon's conservation and education efforts.

Key Responsibilities

Volunteer Recruitment & Engagement

- Develop and implement strategies to recruit diverse volunteers for programs, events, and ongoing operations
- Build relationships with community organizations, schools, faith-based groups, and civic networks to expand the volunteer base
- Serve as the primary point of contact for volunteers, ensuring a positive and engaging experience

Training, Orientation & Oversight

- With Program staff, create and deliver orientation and training programs that prepare volunteers for their roles.
- Maintain up-to-date volunteer manuals, policies, and role descriptions.
- Provide ongoing supervision, coaching, and feedback to ensure high-quality performance.

Scheduling & Coordination

- Manage volunteer schedules, ensuring adequate coverage across all programs and events.
- Utilize volunteer management software (Bloomerang) to track volunteer hours, assignments, and contact information.
- Coordinate group volunteer projects, including logistics and communication with staff leads.

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Corporate & Community Partnerships

- Develop partnerships with corporations to encourage and facilitate employee volunteerism.
- Organize workplace volunteer opportunities, days of service, and team-building volunteer events.
- Work with corporate partners to align volunteer projects with their goals and the organization's mission.

Recognition & Retention

- Design and implement volunteer recognition programs, including events, awards, and regular communications.
- Conduct evaluations and surveys to assess volunteer satisfaction and identify areas for improvement.
- Provide learning development programs that stimulate and educate volunteers.
- Develop strategies to retain long-term volunteers and transition them into volunteer leadership roles when appropriate.

Administrative & Strategic Responsibilities

- Track and report volunteer program metrics, including participation, impact, and community engagement.
- Collaborate with staff to identify new opportunities where volunteers can enhance organizational effectiveness.
- Contribute to fundraising initiatives by aligning volunteer engagement with donor and sponsor relationships.
- Ensure compliance with all legal and organizational standards regarding volunteers.

Qualifications

Minimum Qualifications

- Minimum of two years of professional experience in nonprofit management, human resources, communications, volunteer management, community engagement, or a related field; equivalent experience will also be considered.
- Strong interpersonal, organizational, and communication skills.
- Demonstrated ability to recruit, train, and motivate diverse groups of people.
- Passion for Audubon's mission to protect the environment and inspire people to connect with nature;
- Proficiency with Microsoft Office Suite and CRM software.
- Ability to work evenings and weekends as needed for events and volunteer activities.

Preferred Qualifications:

- Bachelor's degree in nonprofit management, human resources, education, communications, or a related field preferred;
- Experience building partnerships with corporations and community organizations preferred.
- Proficiency with Bloomerang;

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- Skilled in problem-solving, ability to manage multiple priorities, conflict resolution, and creative program development, with strong relationship-building abilities and cultural competence.
- Collaborative, flexible, and able to work independently;
- Bilingual skills (English/Spanish or English/Portuguese);

Working Conditions:

- Office and field-based work with regular interaction at events, community sites, and corporate partner locations.
- Some evening and weekend hours required.
- Must be able to lift up to 25 lbs. for event set-up.

Compensation & Benefits:

Reports To: Executive Director

FLSA Status: Exempt (35 hours/week)

Position Type: Full-time/on-site Smithfield and Bristol, RI

Salary Range: \$25-\$36/hr

Audubon is committed to supporting its staff with a comprehensive benefits package that includes health and dental insurance, paid time off, retirement contributions, and professional development opportunities. Employees also benefit from working alongside a dedicated, mission-driven team in a positive and supportive workplace culture.

To Apply

Audubon is committed to representing Rhode Island's diversity in our staff, volunteers, boards, and membership and creating a positive, inclusive workplace culture where all can thrive. We encourage anyone who is interested in this role to apply, regardless of whether you think you meet all of the qualifications. The top candidates will have their own unique perspectives, experiences, and backgrounds.

Please send one PDF attachment including these two elements: 1) Cover letter expressing why you are a candidate for this position with your commitment to protecting nature and how this position aligns with your professional career goals, and 2) Your current resume:

Please send your application to: Careers@asri.org Subject Line: Volunteer Manager

Audubon Society of Rhode Island is an equal opportunity employer.

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