



The Volunteer Coordinator

This hourly position includes 28-34 hours per week of a consistent schedule on Ranch grounds in Thompsons Station, TN (location to move in 2023 to Columbia, TN). Full time position is also available. The Volunteer Coordinator is perfect for an individual who has the ability to work collaboratively and efficiently with a variety of individuals, and who aligns with Freedom Reigns Ranch's core values, upholding the highest ethical and moral standards. It requires being self-motivated, organized, efficient; Ability to using excel, online email accounts, word/pages/excel/numbers.

This position is mostly spent volunteer and horse-facing. Strong communication skills, conflict resolution, compassion and empathy, and ability to coach others in an encouraging manner that still facilitates tasks being accomplished with excellence are of utmost importance.

Primary Responsibilities include:

1. Volunteer Program

- A. Implement current training program for new volunteers and provide ongoing training for current volunteers
- B. Equip program volunteers in areas of horsemanship, discipleship and mentorship
- C. Provide feedback on volunteer program and training to enhance volunteer program
- D. Regularly communicate with volunteers to fulfill volunteer needs, schedule volunteers
- E. Match volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training
- F. Ensure volunteers follow safety procedures and adhere to the tenants of their training
- G. Provide direct oversight of volunteers serving during horse care routine
- H. Cultivate healthy team culture through volunteer care and recognition
- I. Seek opportunities to grow volunteer program and recruit new volunteers
- J. Help Coordinate Community Work Days and Volunteer Work Groups
- K. Help Oversee Volunteers for special events (4-6 times/year outside of regular schedule)

2. Horse Care

- A. Prepare feed supplements and medication for feed routine & feed horses
- B. Horse care & wellness tasks as assigned

3. Sessions

- A. Implement sessions (one to three per week)

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- i. Prayerfully prepare and plan for each participant's/group's session considering the unique needs of the participants
 - ii. Develop meaningful relationships and facilitate connections with horses to help create opportunities to ignite hope in the participant
 - iii. Facilitate growth in areas of Trust, Boundaries, Communication, Leadership
- B. Assist in sessions
- i. Assist session leaders as requested
 - ii. Oversee safety of participants and horses during sessions

This is an hourly position with growth opportunity to full-time for the right person. Hours include evenings and Saturdays. Preference will be given to individuals with team leadership and horsemanship experience.

Hours (Required)

Tuesday 1:00pm-8:30pm

Friday 3:00pm-8:00pm

Saturday 9:30am-3:30pm

+9am-12pm 1-2 days per week onsite as determined based on seasonal schedule.

+6 hours remote (remote admin: 1+/- hr per day during business hours)

Hours to note:

Hours may change over time and will be discussed prior to adjustment. We value the input of each of our staff to create the best schedule possible to support ministry functions.

Total: 28-32 hours per week part-time, 40 hours per week full-time

Rate of Pay:

\$14.25-16.50/hour based on experience

Salary, Benefits (PTO, health care stipend) offered with full-time positions.

Commitment:

Minimum Commitment: 1 year

Required notice: 30 days (A written notice of 30 days is required)

Growth opportunity for Full Time if desired by contractor/employee and the organization.

It is understood that Freedom Reigns Ranch will be moving location to Columbia, TN in 2023.

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