Hamilton Naturalists' Club

Volunteer Director – Role Description

Position Overview:
The Volunteer Director leads efforts to recruit, engage, and support volunteers for the Hamilton Naturalists' Club (HNC). This role works closely with other Board members to identify volunteer needs across the organization, maintain accurate records of volunteer participation and interests, and ensure that volunteers feel valued and supported in their roles. The Volunteer Director plays a key part in fostering a strong, active volunteer community to advance the Club's mission.

Responsibilities:

Volunteer Recruitment and Engagement

- Work with the Board to identify opportunities and determine volunteer needs across programs and initiatives.
- Solicit volunteers from the Club membership and maintain an up-to-date volunteer list.
- Correspond with volunteers to gather feedback on their experiences and improve volunteer engagement.
- Plan and deliver annual volunteer recruitment and recognition events, if financially feasible.

Records and Tracking

- Maintain a record of volunteer interests, skills, and likely participation to help match volunteers with opportunities.
- Ensure accurate documentation of volunteer involvement and provide updates to the Board as required.

Collaboration

- Support other Directors and committees in filling volunteer needs and coordinating activities.
- Where appropriate, delegate aspects of the role to a coordinator or other Director.

Desired Skills:
- Strong organizational and record-keeping skills.
- Good communication and interpersonal skills.
- Ability to recruit, motivate, and support volunteers.
- Enthusiasm for conservation, stewardship, and community engagement.

Time Commitment:
Approximately 6–8 hours per month, with increased time required during large projects, events, or major volunteer recruitment drives.