



**JOB TITLE: Volunteer & Education Coordinator**  
**REPORTS TO: Vice President of Culture & Community**  
**POSITION STATUS: Full-time, Benefitted, Exempt**  
**LOCATION: Portland, Oregon**  
**COMPENSATION: \$40,000-\$42,000**

*Lan Su Chinese Garden mission is to cultivate an oasis of tranquil beauty and harmony to inspire, engage and educate our global community in the appreciation of a richly authentic Chinese culture.*

About Lan Su Gardens:

*Lan Su Chinese Garden is one of Portland's greatest treasures and most interesting sites to see in Portland. A result of a collaboration between the cities of Portland and Suzhou, our sister city in China's Jiangsu province that is famous for its beautiful Ming Dynasty gardens, Lan Su was built by Chinese artisans from Suzhou and is one the most authentic Chinese gardens outside of China.*

Lan Su may have the purposeful career you have been wanting to grow with this position scope: Lan Su Chinese Garden is seeking a Volunteer & Education Coordinator to ensure the continuing operation of the volunteer and cultural and community programs at Lan Su Chinese Garden. This includes coordinating Lan Su volunteer opportunities up to 200 individual volunteers in ongoing and episodic volunteer positions, managing K-12 school tour bookings, and assisting the Vice President of Culture & Community with the planning and executing of the garden's educational programs.

### **POSITION SCOPE**

The Volunteer & Education Coordinator is responsible for managing our volunteer database and coordinating volunteer opportunities. Responsibilities include recruiting and onboarding new volunteers, maintaining a database of volunteer information and skills, matching volunteers to suitable opportunities, keeping volunteers informed, and conveying the organization's mission to the public. As part of Lan Su's Culture & Community team, the Volunteer & Education Coordinator participates in educational program planning and execution. Additionally, the role serves as the staff liaison for K-12 school tour bookings and outreach programs. A successful candidate should be meticulous about record-keeping, passionate about volunteer work, educational programs, and community outreach, and committed to upholding Lan Su's values while ensuring volunteer satisfaction.

### **MAIN RESPONSIBILITIES**

- Lead, follow and embrace the Lan Su Vision, Mission & Values.

#### ***Volunteer Program (60%)***

- Recruit, train, and manage volunteers consistently.
- Schedule volunteers for regular and episodic positions.
- Coordinate volunteer docents for public, private, and school tours.
- Maintain the Volgistics database, including volunteer hours and personal information.
- Update volunteer manuals, training materials, job descriptions, and other resources.

- Foster relationships among volunteers and extended community members.
- Collaborate with departments to identify volunteer needs.
- Provide training for various volunteer positions, including Garden Hosts, Lan Su Guides, Membership Support, Horticulture Support, Facilities Support, and Event & Activity Volunteers.
- Organize Lan Su's annual volunteer appreciation events and docent trainings.
- Serve as the staff contact for Lan Su volunteers; Create and distribute monthly Volunteer e-Newsletters.

### ***Educational Programs (35%)***

- Coordinate Lan Su's K-12 school tour bookings and serve as the staff liaison for K-12 schools, local colleges, educators, and student clubs.
- Collaborate with the Vice President of Culture & Community to develop, produce, and implement Lan Su's educational activities and visitor-facing materials inspired by the garden and cultural campaigns. This includes, but is not limited to, thematic displays, educational signage, seasonal Lan Su Discovery Guides, and the Discover Lan Su Visitor Mobile App.
- Support the operations of Lan Su's community outreach events.
- Assist in receiving, storing, and documenting educational collection items.

### ***Cultural Programs & Community Engagement (5%)***

- Assist the Cultural Program Manager by providing on-site support during Lan Su's signature campaigns, programs and events.

**You may not have everything needed. Perhaps you have a strong combination of experience, technical, academic skills and passion in the following areas:**

- BSc/BA in education, art education, human resources, or a relevant field is highly desired.
- Minimum of 1 year of experience in recruiting and training volunteers is required.
- Experience in art education, lesson planning, and museum operations is highly desired.
- Work schedule is Monday through Friday, on-site with some work-from-home flexibility.
- Flexible availability to support weekends and nighttime events on occasion.
- Good knowledge of various recruiting methods.
- Working knowledge of databases and MS Office.
- Effective interpersonal and communication skills.
- Ability to work effectively with individuals from diverse backgrounds.
- Ability to work collaboratively to bring Lan Su's mission to life.
- Experience with Volgistics is highly preferred, but not required.
- Knowledge of the Chinese language, AANHPI cultures, and botanical gardens is desired, but not required.

### **For your personal well-being, the Garden offers: (Full-time, fully benefited positions)**

- Beautiful garden environment with areas to walk and enjoy an oasis of tranquil beauty.
- Employer Paid Health and Dental Insurance for employee only coverage.
- Employer-paid Group Life/ADD and short-term disability insurance.
- Vacation time accrual.

- Sick time accrual.
- One (1) Personal Floating Holiday per year.
- Holiday pay or accrual of floating holiday if you are scheduled to work on a recognized paid holiday.
- Garden Shop & Teahouse Discount.
- 401K Participation and Employer match.
- Complimentary Family & Friends Membership to Lan Su Chinese Garden.
- Complimentary gym access to the workout facility in the administrative office building.
- Complimentary access to reciprocal venues throughout Portland.

**We look forward to hearing from you, just follow these few steps to send your information to us:** Please submit a cover letter, resume and three references to [lansuhr@lansugarden.org](mailto:lansuhr@lansugarden.org). In the email subject line, please put "Volunteer & Education Coordinator" Please do not call.

*Lan Su Chinese Garden is committed to maintaining an environment where employees contribute to the organization's achievement, take pride in the results of their work, are appreciated as individuals, and are encouraged to develop to their fullest extent. Lan Su is an Equal Opportunity Employer. It is our policy that employees will not be discriminated against in the terms and conditions of employment because of race, color, religion, sex, national origin, age, marital status, sexual orientation, disability, or any other classification protected by law.*