



## Volunteer Coordinator

### GENERAL SUMMARY

The Christine Center, a natural woodland sanctuary rooted in contemplative practice and open to all spiritual paths, invites applications for the role of Volunteer Coordinator. This essential position supports our mission by managing all aspects of our Volunteer Program, ensuring volunteers are inspired, well-supported, and deeply connected to the Christine Center's purpose.

The Volunteer Coordinator works closely with all departments to identify organizational needs and align volunteer efforts with the Center's priorities. The ideal candidate will have experience in volunteer management, exceptional organizational skills, and a passion for nurturing community relationships. This position offers a unique opportunity to contribute to a vibrant and purpose-driven environment while fostering meaningful volunteer experiences.

---

### POSITION DETAILS

- **Time:** Full-time (32-40 hours per week)
- **Location:** Willard, WI
- **Work Schedule:** This position offers a flexible work arrangement, combining the option for occasional remote work with on-site participation as needed. For candidates seeking deeper engagement with the Christine Center community, an option to live onsite may be available. Specific expectations regarding onsite hours, particularly for weekends or events, will be discussed and agreed upon during the hiring process to align with the needs of the Christine Center and the prospective candidate.
- **Hourly Range:** \$15.00 – \$18.00
- **Housing:** Optional on-site housing may be available within our vibrant and supportive community and is offered as a significant part of the total compensation package. Living onsite provides a unique opportunity to immerse yourself in the Christine Center experience, with easy access to the natural beauty of our woodland sanctuary, Center amenities, and deeper engagement with the center's mission and community. This benefit helps reduce living expenses and enrich your connection to the work and community.
- **Application Deadline:** December 31, 2025

---

### BENEFITS

- **Mission and Purpose-Driven:** Be part of work that aligns with our mission of offering contemplative support to persons of all spiritual paths.
- **Flexible Work Arrangements:** Options for hybrid work to support work-life balance can be arranged on occasion.

- **Housing Options:** Choose complimentary on-site housing at no cost or find your own off-campus accommodation.
  - **Health & Wellness:** Access to a tax-free Flexible Spending Account (FSA) funded through employee contributions.
  - **Student Loan Forgiveness Eligibility:** Position qualifies for Public Service Loan Forgiveness (PSLF) programs due to our nonprofit status.
  - **Paid Time Off (PTO):** Take advantage of paid time off to rest and recharge.
  - **Free Meals:** Savor nutritious meals prepared on-site during retreats.
  - **Retreat Participation:** Participate in some retreats or events at no cost.
  - **Friends and Family Discount:** Receive discounts on lodging for friends and family.
  - **Community Engagement:** Join weekly community dinners and holiday gatherings.
  - **Supportive Environment:** Work in a flexible, compassionate setting where your contributions are valued.
  - **Professional Development:** Opportunities for professional growth and development.
- 

## KEY RESPONSIBILITIES

### 1. Develop and Manage Volunteer Program

- Design and oversee the volunteer program to align with organizational goals and values.
- Establish clear policies and procedures for volunteer involvement, including onboarding, training, and evaluations.
- Maintain accurate records of volunteer hours, contributions, and activities.
- Create and manage a volunteer recognition program.

### 2. Recruit and Maintain Volunteers

- Actively recruit, schedule, and match volunteers based on their skills and interests to maximize their impact and satisfaction.
- Develop and implement strategies to retain volunteers.
- Match volunteer skills and interests with roles that maximize their impact and satisfaction.
- Conduct orientation sessions to ensure volunteers understand their roles and expectations.

### 3. Develop Long-Term Volunteer Program

- Create a strategic plan for the growth and sustainability of a long-term volunteer program.
- Facilitate roles for volunteers with specialized skills (e.g., grant writing, carpentry, or technology).
- Cultivate a sense of belonging among long-term volunteers, integrating them into the Christine Center community.

### 4. Networking and Relationship Building

- Build and maintain partnerships with strategic organizations and groups to strengthen the volunteer pipeline.

- Develop meaningful relationships with onsite guests to uncover diverse opportunities for engagement, including volunteering, donations, or partnerships.
- Represent the Christine Center at community events and networking opportunities.
- Collaborate with staff across departments to identify volunteer needs and opportunities.

## **5. Create Onsite Engagement Opportunities**

- Design and implement onsite engagement activities that foster a sense of community and connection.
- Facilitate meaningful interactions between volunteers, staff, and guests to enhance the overall onsite experience.
- Introduce volunteers to the Christine Center's amenities, fostering a sense of welcome and belonging.
- Create opportunities for volunteers to engage as a group, such as daily check-ins, shared meals, campfires, or meditation sessions, fostering a supportive and cohesive environment.

---

## **QUALIFICATIONS**

### **Personal Characteristics**

- Strong alignment with the Christine Center's mission and values, integrating them into daily work.
- Ability to foster an environment of hospitality.
- People-centered, welcoming, and calm in interactions.
- Welcoming to diverse spiritual backgrounds and life experiences.
- Adaptable and flexible in a dynamic environment.
- Collaborative mindset with a commitment to team harmony.
- High degree of professionalism, integrity, and discretion.
- Promote a culture of harmony, transparency, and shared purpose.

### **Experience & Education**

- Proven experience in volunteer coordination, program management, community engagement, or a related field.
- Demonstrated ability to work effectively with diverse groups and individuals.
- Familiarity with volunteer management software and tools is a plus.
- Experience in nonprofit or mission-driven organizations is preferred but not required.

### **Knowledge, Skills, and Abilities**

- Excellent organizational skills, with the ability to manage multiple tasks and priorities.
- Proficiency in technology for scheduling, record-keeping, and communication.
- Ability to work collaboratively with diverse groups and adapt to changing needs.

- Proficient in or willing to adapt to Microsoft Office Suite (e.g., Word, Excel, Outlook) and collaboration platforms (e.g., Microsoft Teams).
- 

## WORKING CONDITIONS

### Community Environment

Our community fosters collaboration, mutual support, and empowerment. Staff enjoy a serene work atmosphere embracing open spiritual practice. Twice-daily meditation sessions and weekly community dinners enhance unity and personal growth among team members. This holistic approach supports professional development and nurtures personal and spiritual well-being.

### Testimonials

*"I returned to the Christine Center as a volunteer. It's always a pleasant experience for so many reasons. The beauty of the forest, the rustic, but comfortable accommodations, scrumptious food, gracious staff and friendly faces make this destination a great getaway."*

— **Nettie, Volunteer**

*"The opportunity to contribute to an organization that embodies hospitality and care for our Earth community is incredibly rewarding."*

— **Melissa T., Executive Assistant**

*"I feel deeply called to this sacred place, to the work we do and the beautiful community we have cultivated at the Christine Center. There is a shared purpose here—a commitment to growth, peace, and love—that fills my heart. It is a fulfillment so profound that I believe this is my landing place; I can't imagine being anywhere else."*

— **Valerie H., Programming & Communications Director**

### Physical Demands

The role may occasionally involve minimal physical activity, such as setting up for events or organizing materials. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

---

## ACCOUNTABILITY

This position reports directly to the Operations Director.

---

## **EQUAL OPPORTUNITY EMPLOYER**

The Christine Center is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

---

## **DISCLAIMER**

The above statements describe the general nature and level of work required for this job. They are not an exhaustive list of all responsibilities, duties, and skills required.

---

## **Ready to join our team? Here's how to apply:**

Please apply by sending your **resume and a cover letter focused on your qualifications as detailed in the job description to Linda Cates** at [catesservices@live.com](mailto:catesservices@live.com).

If you have any questions, feel free to contact us at: 715-267-7507.

**Application Deadline:** December 31, 2025