

Job Title: Volunteer Coordinator

Organization: Keep Midland Beautiful

Location: Midland, TX

Closing Date: 12/31/25

Job Description:

This position exists to aid the Executive Director of Keep Midland Beautiful by managing volunteers within several KMB programs.

Reports To: Executive Director (ED) of Keep Midland Beautiful.

Principle Responsibilities: 1. Organization and execution of programs (Annual Spring and Fall Cleanups, Trash for Cash, Probation Community Service Program, Adopt A Spot). 2. Maintain Adopt-A-Spot files, correspondence, volunteer recruitment, reporting. Report activities to Executive Director and to Board of Directors. 3. Collect and organize results for cleanup reports. 4. Attend monthly Board Meetings. 5. Maintain records of cleanup volunteers for annual reports. 6. Other tasks that occur occasionally to assist ED.

Tasks: Typing, filing, use of computer (Microsoft and Excel), various copiers, telephone system, good telephone skills, comfort with public speaking.

Hours: 36 hours a week. This position will occasionally require some work on weekend and possibly evening to support events.

Pay: KMB offers a positive work environment, health benefits and competitive non-profit salary commensurate with experience.

How To Apply:

Please submit cover letter and resume to jtrischitti@keepmidlandbeautiful.org