

Title: Volunteer Program Coordinator

Date: 1/2/2019

Reports To: Education and Training Director

Department: Education and Training

Exempt/Non-exempt: Exempt, Full-time

In 1972, when awareness of threats to the San Francisco Bay ecosystem began to grow, a group of women concerned about preserving the estuary for future generations created a small, hands-on program for local children. The program included a field trip to the Bay so students could experience it, know it, enjoy it, and grow to take care of it. This was the birth of Environmental Volunteers. Since then, more than 417,000 children and adults have explored natural science learning with us!

Mission

To promote the understanding of and responsibility for the environment through hands-on science education.

Our Vision

That all people will learn about and be inspired by the natural world so that they become responsible stewards of the Earth. We achieve this by:

- Providing hands-on science education
- Encouraging awareness of the interrelationships between people and nature
- Fostering an attitude of stewardship for the environment
- Leading restoration projects that involve the whole community
- Providing knowledge and skills to make informed decisions about the environment.

Philosophy

Environmental Volunteers believes all people deserve to learn about the natural world through personal exploration, so they can become responsible stewards of the Earth. At Environmental Volunteers we believe that what people appreciate and love, they will protect.

Summary

The Volunteer Program Coordinator (VPC) is a key member of the Organization. The successful candidate will bring exceptional energy, vision, and organization to assist in cultivating and nurturing Environmental Volunteers' community of supporters and volunteers. The VPC will passionately share the mission of Environmental Volunteers with diverse groups who are important to the organization's overall prosperity. The Program Coordinator will focus on two main efforts: (1) Volunteer Cultivation and Stewardship: design and implement an ongoing plan nurture ongoing relationships and opportunities for connecting with past and current volunteers. (2) Volunteer Recruitment: lead the organization's efforts to recruit School Programs Volunteers, EcoCenter Docents, and volunteers who serve in other roles.

This position will be located in two office locations, South Bay office in Santa Clara and at the EcoCenter in Palo Alto, and will engage communities in our service area.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Volunteer Recruitment and Nurturing:

1. Recruiting

- Develop a comprehensive volunteer recruitment plan for school programs volunteers, EcoCenter docents, community volunteers, corporate volunteers, and high school or college students assisting with special projects.
- Coordinate the implementation of the volunteer recruitment plan with the Education Department staff and the Communications Manager.
- Lead in-person recruitment activities including participation in events, presentations, social gatherings, and community events.
- Conduct cultivation conversations with potential volunteers to ensure they find the appropriate role in the organization and coordinating an observation of their desired position (when appropriate).
- Manage the volunteer application process from the initial request for information through the start of volunteer training, ensuring smooth communication of information, successful transition of recruits into the training class, and completed paperwork.
- Manage tracking of all volunteer recruitment data. In coordination with appropriate staff members, ensure the volunteer database remains up-to-date and complete.

2. Nurturing

- Evaluate current strategies and develop new strategies that ensure the volunteer experience is accessible and meaningful. Work with appropriate staff to implement these strategies. This may include, but is not limited to, volunteer recognition, enrichment opportunities, resources for volunteers, and training support.
- Oversee regular volunteer recognition tasks, including birthday cards and the annual volunteer patch ceremony.
- Serve as a member of the Volunteer Outreach Committee with board and staff.
- Coordinate onboarding efforts with staff and volunteer mentors.
- Lead internal volunteer communications including the volunteer digest, and annual evaluations and policy updates.
- Suggest to staff ways they can get help from volunteers (EVs) on their projects.

3. Corporate Volunteer Program

- Lead the Environmental Volunteers' corporate volunteer days at the EcoCenter and South Bay office and establish ongoing corporate giving partnerships.

4. South Bay Support

- Lead efforts to ensure that volunteer nurturing in the South Bay is as successful as those on the Peninsula. This includes but is not limited to greeting volunteers in the South Bay office and supporting South Bay volunteers through a variety of opportunities and outreaches.

QUALIFICATIONS:

- Bachelor's degree and 3 years related experience or equivalent combination.
- Experience cultivating relationships with volunteers, and staff.
- Experience generating reports, and analyzing and interpreting the data.
- Experience in managing and tracking prospects.
- Ability to determine an individual's interests, capacity and potential for helping Environmental Volunteers meet its goals, and act appropriately to tie those interests with Environmental Volunteers' work.
- Events management experience including volunteer appreciation events.
- Ability to implement and coordinate marketing plans, and volunteer recognition plans.
- Strong computer skills and comfort/willingness to learn new platforms. The EV works with the MacOS platform, Microsoft Office, Salesforce, DonorPerfect, Constant Contact, Pages, and Google Apps.
- Familiarity with WordPress CMS and basic HTML preferred.
- Demonstrated experience using diplomacy and tact to build strong relationships and motivate staff, volunteers, and supporters.
- Strong organizational skills.
- Strong written and oral communication skills.
- Experience working collaboratively across departments.
- Multilingual skills and multi-cultural or cross-cultural experience appreciated.

This Volunteer Stewardship Manager will work nights and weekends as required, including travel and overtime as needed. Adequate means of transportation is needed to travel frequently between the EcoCenter, South Bay office, and off-site locations.

PERSONAL CHARACTERISTICS:

- A high-energy individual who thrives in a fast-paced work environment and enjoys taking on a variety of tasks.
- A 'people person' with strong communications skills and the ability to nurture a dynamic range of volunteers and donors from different backgrounds.
- A strong team player who is willing to roll up sleeves and help the organization thrive.
- A focused, detail-oriented worker who can be counted on to complete tasks fully and within deadlines.
- A person of proven personal integrity and trustworthiness.
- A passion for environmental education and elementary education.

PHYSICAL REQUIREMENTS:

Work environment involves only infrequent exposure to disagreeable elements and minor physical exertion and/or strain.

COMPENSATION:

Compensation commensurate with experience. Benefits include medical/dental/vision insurance, 401(k) match, and generous vacation and sick leave.

HOW TO APPLY:

- Electronic submissions should be emailed to Search@EVols.org
- Please include a PDF of your cover letter and resume.
- In the subject line, please reference your last name, followed by "Volunteer Program Manager". No phone calls, please.
- All interested individuals, including people of color, women, LGBT persons are encouraged to apply.

EQUAL OPPORTUNITY EMPLOYER

EV provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran, in accordance with applicable federal, state and local laws. EV complies with all applicable state and local laws governing non-discrimination in employment. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.