



Employment Opportunity The San Diego River Park Foundation Engagement Coordinator

The San Diego River Park Foundation (SDRPF) was founded in 2001 to create a better future for the San Diego River and San Diego. Additional information about the organization is available at www.sandiegoriver.org.

The SDRPF relies on an engaged community of volunteers, advocates and donors to advance our vision of a better future for the San Diego River. We are seeking an energetic, self-motivated, reliable individual to fill the position of Engagement Coordinator. This person will be a member of a multi-person engagement team, working together to support engagement goals, focused on volunteer recruitment, training, and retention.

Responsibilities:

Volunteer Services: San Diego River Park Foundation programs are sustained by a group of student interns and recurring volunteers, whom we refer to as our “core volunteers.” These core volunteers contribute their time on a regular, on-going basis. Essential responsibilities:

- Recruit, train and maintain relationships with up to 75 core volunteers to support land management and stewardship programs at SDRPF preserves, trail-building and maintenance teams, and invasive removal volunteer program
- Work with staff to identify core volunteer needs and opportunities and help develop strategies to meet these needs, and serve as a liaison between staff and volunteers
- Maintain relationships with contacts from groups and organizations from which volunteers or interns may find SDRPF, such as service clubs, universities, and more
- Maintain hours tracking database for volunteer recognition/reporting for these volunteers
- Strengthen the existing core volunteer and internship programs at the San Diego River Park Foundation to expand capacity of all SDRPF programs
- Field and manage volunteer inquiries
- Help address volunteer needs and issues that may arise
- Enjoy celebrating birthdays and milestones to have fun with volunteers

Reporting: This position reports primarily to the Community Engagement Manager, but will work as a member of a team.

The Ideal Candidate Will:

- Be committed to environmental mission of organization
- Have documented volunteer coordination, community outreach, partner management and/or community organizing experience (please describe in application)
- Have an outgoing personality and enjoy working with others
- Enjoy working in a dynamic, small office with student-interns and volunteers of all types
- Have strong public speaking skills
- Have basic knowledge of Excel, Word, PowerPoint, and Google Drive
- Be flexible, adaptable, and organized
- Have strong multi-tasking and prioritization skills

- Be willing to work outdoors
- Must have a valid driver's license and good driving record. Ability to use personal vehicle for work travel preferred.

Other Desired Qualifications:

- Volunteer leadership experience, management training/experience, and/or customer service experience is a plus
- Social media experience preferred (particularly Facebook and Instagram)
- College degree, or the equivalent in experience
- Some Saturday and evening work may be required

This job description is intended as a guide to the general job responsibilities and is not inclusive of every duty the employee may be expected to perform.

The San Diego River Park Foundation is an Equal Opportunity Employer.

Hours: Part-time position (20 hours/week)

Compensation: \$15-17 per hour, dependant on experience

Deadline: Open until filled

Start Date: Immediately

Contact: Please send an email with resume and cover letter to sarah@sandiegoriver.org. Put "Job Inquiry: Part-Time Engagement Coordinator" in the subject line. No phone calls please.

The San Diego River Park Foundation
4891 Pacific Highway, Suite 114
San Diego, CA 92110

www.sandiegoriver.org