



Job Description: Program Coordinator: Volunteer Relations

Do you love being with people? Do you want to support and empower awesome community volunteers on a range of programs?

Then consider applying to join the San Diego River Park Foundation team. We are looking for someone with experience, training and or education in volunteer management. This position requires being in San Diego.

The Program Coordinator will work directly with the Program Manager to recruit, train, retain and celebrate volunteers. This person will also help shape the volunteers experience to ensure highest quality, safety and impact.

The ideal candidate will have been a volunteer, place a high value on volunteer services, love engaging people from a variety of backgrounds, and be committed to finding ways for interested community members to make a meaningful impact on advancing the mission of the organization.

Detailed Responsibilities:

- Work with program staff, interns and volunteers to meet volunteer needs as well as develop new opportunities
- Annual River Days event planning
- Training and retention of volunteers
- Maintain the volunteer online tracking systems and other record keeping
- Support volunteer orientation, training and safety
- Create a positive and fulfilling quality experience for volunteers which inspires them to return
- Intern recruitment and coordination
- Volunteer inquiries (email, phone and social media)
- Volunteer calendar of events
- Content for communications (website, eblast, social media)
- Maintain supply of t-shirts and other volunteer team inventory
- Other duties as assigned such as working on grant funded projects.

Other abilities and soft skills:

- Love being outdoors and committed to the organization's mission
- Have strong public speaking and communication skills
- Have an outgoing personality and enjoy working with others
- Be precise and accurate in phone and email communications
- Degree and/or background in related field
- Ability to travel to and from sites along the River, and to transport materials in personal vehicle (mileage reimbursement available)
- Good driving record (must pass DMV background check)
- Ability and passion for working outdoors in any type of weather
- Ability to lift 15+ pounds
- Ability to work independently and as part of a team
- Be proficient in Excel, Word, PowerPoint and Google Drive
- Have strong multi-tasking and prioritization skills
- Enjoy working on a dynamic, small team with student-interns and volunteers of all types.
- Must be located in San Diego
- Some weekend 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.

Reporting: This position reports primarily to the Community Engagement Manager

Hours: 40 hours per week.

Compensation: \$17.50 per hour plus paid generous leave policy and health/dental benefits

Start Date: Immediately

To apply: Send resume by email along with an introduction which highlights your interest in the position and being part of the organization.

Send application to: staff@sandiegoriver.org

Indicate in subject line: Application Program Coordinator

Questions via email are welcome. Candidates selected will go through at least one phone interview and one follow-up in person or ZOOM interview. References will be requested. COVID Vaccination is a requirement of this position.