



Job Description: Program Manager: Volunteer Program

The San Diego River is an incredible 52 mile long waterway. Sadly, it faces many threats and challenges. Our organization seeks to engage people to create a better future for the river and its wildlife. We have established several programs to engage community members to take an active role.

The Volunteer Program Manager is an integral part of the San Diego River Park Foundation team. We are looking for an experienced, passionate person with training and or education in volunteer management. We are looking for someone who can focus attention on building and growing volunteer teams while engaging community members to lead some of these efforts. A background in community engagement, natural resources management, or related areas is very helpful.

The ideal candidate will place a high value on volunteers, maybe you have been one or managed them previously. If you love engaging people from a variety of backgrounds and groups, and are committed to finding ways for interested community members to make a meaningful impact on advancing the mission of the organization, we invite you to consider growing with our team.

Responsibilities:

- Work with program staff, interns and volunteers to define volunteer needs and opportunities
- Oversee the recruitment, training and retention of volunteers
- Maintain volunteer records and conduct regular surveys as a means to monitor program health and meet volunteer needs
- Seek to build volunteer leadership to scale up community participation
- Create a positive and fulfilling quality experience for volunteers which inspires them to return
- Manage internship program
- Contribute to managing the budget for the volunteer program
- Work closely with the communications team to create engaging recruitment materials
- Other duties as assigned such as working on grant-funded projects.
- Organize events and other ways to celebrate volunteers

Other abilities and 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
- Good driving record (must pass DMV background check)
- Ability to lift 20+ pounds
- Ability to work independently and as part of a team
- Have strong multi-tasking and prioritization skills
- Enjoy working in a dynamic, small office with student-intern and volunteers of all types
- 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. Much of the work will be out of the office and a hybrid position is supported. A shared desk at our office is provided. Regular in-person meetings at the office located at 4891 Pacific Highway with volunteers and virtually are important to the success of this position.

Reporting: This position reports to the Director of Philanthropy and Engagement

Hours: 40 hours per week, including some weekends and evenings.

Compensation: \$25 per hour plus paid generous leave policy, 401k with 4% employer match, and paid health and dental care.

To apply: Send a resume by email along with an introduction to highlight your interest in the position. Interviews will be conducted with select candidates.

Send application to: empoyment@sandiegoriver.org

We realize that the best candidate may not have all of the experiences and abilities listed above. If you believe you can be a wonderful Volunteer Program Manager and dedicated to our mission, we encourage you to apply. We believe everyone should have an opportunity to be on our team. If you aren't interested in the position, but know someone who might be, please help us by sharing this announcement.

Questions via email are welcome to employment@sandiegoriver.org

References will be requested during the hiring process. A background check is required as a condition of employment.