



JOB DESCRIPTION

JOB TITLE: Volunteer Engagement Coordinator
DATE: January 2019
DEPARTMENT: Engagement
REPORTS TO: Communications and Engagement Manager

POSITION SUMMARY:

The Volunteer Engagement Coordinator's primary responsibility is to manage all aspects of recruitment, engagement, and stewardship of the Tree Foundation's volunteers. The Coordinator works closely with staff to support all Tree Foundation programs and to ensure the best volunteer experience. Additionally, this position supports the Engagement Department by assisting with outreach and communications activities designed to reach individuals with a wide range of ages, backgrounds, and levels of engagement with the Tree Foundation. This is a core position to the Tree Foundation, in terms of the value that we place on the role that civic engagement plays in growing thriving communities.

PRINCIPLE DUTIES:

Volunteer Program Coordination (70%)

1. Oversee a dynamic, vibrant volunteer program with a variety of volunteer positions requiring varying levels of commitment and skill
2. Guide the recruitment, training, and celebration of volunteers for various service opportunities, including tree planting and care events, citizen science, volunteer leadership, special projects, office support, and more
3. Regularly attend events and activities to develop relationships with volunteers and provide support for staff event leads
4. Provide regular guidance to Tree Foundation staff to ensure a high-quality volunteer experience, an abundance of service learning opportunities, and effective volunteer management. Foster a fun, enriching, educational environment where volunteers can thrive.
5. Cultivate relationships with businesses, civic groups, schools, and other organizations to create partnerships that support volunteerism
6. Develop and implement strategies to deepen engagement of constituents and volunteers to increase retention
7. Expand volunteer outreach, trainings, and opportunities in underserved communities
8. Support all departments' needs in recruiting and onboarding interns
9. Manage relationships with organizations providing work experience for people with disabilities to coordinate meaningful and appropriate volunteer work for their clients
10. Manage, track, and report volunteer and community engagement activities utilizing the Tree Foundation's database system (Salesforce)

Outreach & Events (15%)

1. Attend outreach and other events to represent the organization. Seek out opportunities to promote volunteer opportunities with the Tree Foundation
2. Plan regular volunteer appreciation events

Communications (10%)

1. Identify target audiences for various recruitment campaigns and develop communications plans accordingly
2. Compose volunteer recruitment appeals, event wrap-ups, and impact stories for newsletters, blog posts, event flyers, and social media
3. Engage with various reporters and media outlets on occasion

Administrative (5%)

1. Attend and facilitate meetings, trainings, workshops, presentations, etc
2. Provide timely and courteous communications to volunteers, customers, donors, partners, and other community members via phone, e-mail, and in person

JOB REQUIREMENTS:

EDUCATION: Bachelor's degree preferred but not required.

EXPERIENCE: Experience with volunteer recruitment and retention in a nonprofit setting is desired. Experience in program management and/or community engagement will also be considered.

SKILLS: Open-minded. Must be willing to meet the community on their terms. Cultural competency and an approach that is appreciative, affirming, and inclusive of all cultural backgrounds. Excellent written and verbal communication skills. Superior ability to multi-task and meet deadlines. Attention to detail, creativity, and willingness to try new things is a must. Bilingual skills a plus.

TECHNICAL SKILLS: Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint) and the internet is required. Comfort with online marketing tools, WordPress, social media, and constituent management systems such as Salesforce is a plus. Class C driving license and a clean driving record.

TEMPERAMENT/SOFT SKILLS: We are looking for a candidate who believes change is possible and is passionate about making that change. Must be comfortable working in a mission-based, nonprofit environment. The ideal candidate for the position will have a passion for our mission and a commitment to excellent customer service.

SUPERVISORY RESPONSIBILITIES:

Supervise interns and volunteers for various projects and programs.

WORKING CONDITIONS:

This is an at-will, full time, and non-exempt position. Must be able to work nights periodically and at least two weekend days per month. Able to lift 30 pounds. Both outdoor and in office work is required for this position. Therefore, employee may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing.

Mission Statement:

The Sacramento Tree Foundation is building healthy, livable communities in the Sacramento region by growing the best urban forest in the nation.

To apply, email a resume and cover letter to hr@sactree.com

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN OFFER OF EMPLOYMENT