



EMPLOYMENT OPPORTUNITY

Volunteer Coordinator

Reports to Human Resources Generalist

Position summary

The Volunteer Coordinator's role is to facilitate the engagement of people into the Tree Foundation's various community programs, which will inspire in them a deep appreciation for the urban forest and motivate them to plant, steward, and advocate for our trees. Duties include supporting events, coordinating the planting leader program, and connecting the community to volunteer opportunities. We are looking for someone who is technically skilled, able to stay on top of a variety of responsibilities, has an infectious enthusiasm, and loves being around people.

About the Sacramento Tree Foundation

The Tree Foundation is a nonprofit organization with a mission to grow thriving communities through stewardship of our urban forest. Since 1982, we have planted over one million trees throughout the Sacramento region, and we continue to plant over 10,000 every year. Knowing the profound health, environmental, and economic benefits of trees, we envision an urban forest canopy that benefits the entire region and every neighborhood, especially those that historically have been underserved and under-canopied. Learn more at www.sactree.com.

Duties

VOLUNTEER AND EVENT COORDINATION

- Oversee the recruitment, training, and recognition of volunteers, and event attendees.
- Attend volunteer events. At events, lead the registration process, engage with volunteers and encourage them to participate more regularly with the Tree Foundation.
- Use Tree Foundation processes and standards to support volunteer experiences that instill key messages about the importance of supporting our urban forest from seed to slab.
- Support the engagement of volunteers throughout the whole organization, including: Acorn Harvest, Seed to Seedling, native tree propagation, reforestation planting events, NeighborWoods, shade tree plantings, pruning and tree care education, Save the Elms, Urban Wood Rescue, as well as in the office and at development events.
- Coordinate the planting leader program and serve as their primary point of contact.

ADMINISTRATION

- Serve as the primary point of contact for volunteer and event campaigns in Salesforce. Ensure that data entered is correct.
- Compile reports on volunteer data monthly.
- With support from program managers, regularly assess the volunteer program with the goal of improving events and growing retention.
- Other duties, as assigned.

COMMUNICATIONS SUPPORT

- At Tree Foundation events, gather interviews from community members, photos, and videos that help tell the story of our organization.

- Post content from events on the organization's social media channels.
- Create and post social media content to encourage people to attend Tree Foundation events and participate in volunteer opportunities.

Qualifications and experience

- Ability to provide customer service by phone, email, video conference, and in person.
- Accurate and detail oriented.
- Previous experience participating with volunteer programs preferred
- Extrovert with a contagious passion for nature who can spark an interest in strangers.
- Comfort with social media, public speaking, Microsoft Office and data entry.
- Willing to meet the community on their terms with cultural competency and an approach that is appreciative, affirming, and inclusive of all backgrounds.
- Innovative, adaptable, communicative, and organized.
- Critical thinker who can see the big picture and prioritize tasks accordingly.
- Valid driver's license and a clean driving record.
- Additional skills that would be helpful to have: bilingual abilities and familiarity with Salesforce, basic video editing, graphic design, and email marketing.

Working conditions

This is a 40 hour a week position with required weekend and evening work, especially in the fall, winter, and spring. Both outdoor and office work is required for this position. Must be able to lift 30 pounds. Employee may be exposed to extremes in weather including heat, rain, and freezing temperatures as well as extended periods of sitting and standing. This position is housed at the Sacramento Tree Foundation office (191 Lathrop Way Suite D) in Sacramento, CA, and will participate at events throughout Sacramento County.

Compensation

This is a full-time, at-will position located in Sacramento, CA. Starting wage is \$19.00 an hour plus benefits including health care, dental, and vision coverage (including for dependents), 13 days PTO increasing with tenure, 14 paid holidays, 7.5 days paid sick leave, 403(b) retirement plan with 1% employer contribution, an Employee Assistance Plan, life insurance, and professional development budget.

Application procedure & timeline

Email resume and cover to hr@sactree.com. Applications will be accepted on a rolling basis with interviews conducted in the middle of August, hiring will occur as early as August 30th.

Inclusivity statement

The Sacramento Tree Foundation is proud to be an Equal Employment Opportunity employer. We do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

We are committed to the full inclusion of all qualified individuals. As part of this commitment, the Tree Foundation will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact us at hr@sactree.com.