

American River Parkway Foundation
Job Description

Volunteer Coordinator

Under the supervision of the Executive Director, the volunteer coordinator will manage all volunteer activities. This is a full time position of 30-40 hours per week including working on some Saturdays.

Responsibilities

Volunteer Coordination, Outreach and Recruitment

- Coordinate volunteer programs and activities.
- Oversee the Adopt –a Mile Stewardship Program and work with stewards for all of our programs: Invasive Plant, Trail and Burn.
- Recruit volunteers for all special events
- Organize the Spring and Fall clean-ups
- Coordinate and staff community work groups
- Recruit and train volunteers
- Provide follow up correspondence to participating volunteers to increase retention and express appreciation.
- Notify interested volunteers of events and volunteer opportunities.
- Recruit volunteers for special projects.
- Develop and maintain a volunteer incentive program.
- Be out on the parkway at least (one) 1 time per week

Volunteer Communication

- Answer phone calls and e-mail; respond to requests for information in a timely manner.
- Represent ARPF at outreach events.
- Provide outreach to local businesses in order to recruit volunteers
- Develop a cooperative working relationship with other volunteer programs and Parkway organizations.
- Work with County staff to develop special volunteer projects.
- Engender and maintain a positive working relationship and good communications with all ARPF, County and partner staff.

Administration

- Maintain inventory of safety kits and volunteer supplies
- Assist with preparation of monthly, quarterly and annual reports for volunteers.
- Work with all staff to maintain the Volunteer Center.

Other

- Other duties as required.

Requirements

- High school graduate; college degree desirable.
- Environmental experience preferred
- California driver's license and reliable transportation.
- Skilled in Microsoft Word and Excel, Access or other database program. QuickBooks desirable.
- Excellent written and verbal communication skills.
- Able to work Saturdays and occasional evenings.
- Able to lift 50 pounds.