



Employment Opportunity  
The San Diego River Park Foundation:  
**Volunteer Coordinator**

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The San Diego River Park Foundation (SDRPF) was founded in 2001 to create a better future for the San Diego River and San Diego. Additional information about the organization is available at [www.sandiegoriver.org](http://www.sandiegoriver.org)

We are seeking a self-motivated, reliable problem-solver to join our team. The Volunteer 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 had previous experience volunteering, 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.

**Responsibilities will include (but are not limited to):**

- Work with program staff, interns and volunteers to meet volunteer needs as well as develop new volunteer opportunities
- Understand and support program staff efforts to train and retain volunteers through communications, celebrations, and ensuring quality and consistency of our training across programs
- Maintain calendar of events and ensure all volunteer events are posted in a timely manner to support successful volunteer recruitment
- Implement volunteer recruitment through variety of methods to meet volunteer goals, including maintaining SDRPF event website, posting to community calendars, direct communication with volunteers, and maintaining relationships with volunteer groups.
- Maintain the volunteer tracking systems and other record keeping, and provide regular reporting on volunteer engagement and volunteers meeting milestones
- Maintain relationships with universities to engage students in our internship programs, as well as post internship openings, and support hiring and orientation of interns
- Ensure high quality volunteer experience, especially pre-post event communications, event check-in, general organizational messaging during events
- Field volunteer inquiries such as by email or phone
- Work with staff to provide content for social media and e-news in a timely fashion, including recruitment, post event acknowledgements and impact, and answering volunteer questions
- Maintain supply of t-shirts and other volunteer team inventory
- Other duties as assigned such as working on grant funded projects

**Location:** The position works out of the SDRPF's offices located in western Mission Valley but will include travel to project and program locations

**Reporting:** This position reports to the Manager of Volunteer Programs

**Hours:** Full time position (40 hours/week)

**Compensation:** \$19.50/hour plus paid sick leave, holidays, PTO and paid health/dental benefits

**Qualifications and Requirements:**

An ideal candidate will have:

- Love being outdoors and committed to the organization's mission
  - At least one year past experience managing and working with volunteers, preferably in a leadership capacity
  - Ability to work effectively and professionally with employees, volunteers and partners
  - Principled, ethical and committed to high quality work and standards
  - Strong multi-tasking and prioritization skills, and experience working in a dynamic, changing program environment
  - Organized self-starter
  - Confidence in public speaking
  - Outgoing personality, good at building partnerships and working with diverse perspectives and inspiring people at all levels
  - 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 to lift at least 40 pounds
  - Proficiency in Excel, Word, PowerPoint and Google Drive
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- Candidate must be located in the San Diego area
  - 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.

**Deadline:** Open until filled

**Start Date:** Immediately

**Contact:** Please send an email with resume and cover letter to [Sarah@sandiegoriver.org](mailto:Sarah@sandiegoriver.org). Put "Job Inquiry" in the subject line. No phone calls please.

**The San Diego River Park Foundation**  
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**San Diego, CA 92110**

[www.sandiegoriver.org](http://www.sandiegoriver.org)