



Nature Collective

CONNECT. EXPERIENCE. PROTECT.

Volunteer Coordinator

Job Description

Reports to: Education + Outreach Senior Director

Classification: Temporary Full-time -30 hours per week, non-exempt through December 31, 2024.

Compensation: \$24.00 per hour

Timeline: Applications will be accepted through August 28, 2024

Position Summary:

As our Volunteer Coordinator, you'll play a pivotal role in shaping our volunteer department, maintaining its growth, and ensuring its compliance. You will be the beacon of volunteer engagement, adeptly managing retention and recruitment that aligns with our organizational needs. You'll extend your expertise to building relationships with various audiences, creating a positive space for current and prospective volunteers to thrive. As Volunteer Coordinator, you will inspire volunteers, helping them connect individuals with nature and sparking a passion within them to safeguard our environment. This is more than a job; it's an opportunity to make a real impact.

Responsibilities:

Coordination + Administration

- Maintain and prepare up-to-date tools and resources that support volunteers, such as schedules, handbooks, and guiding procedures/expectations.
- Coordinate compliance with policies and procedures that support all aspects of the volunteer department, following all applicable local, state, and federal laws and

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organizational policy and guidelines, including, but not limited to, handling privileged/confidential information.

- Maintain a process for timely assessment and response to incoming inquiries and outgoing communications for external and internal audiences.
- Coordinate the systems and processes for managing volunteer data, generating reports quarterly or as requested.
- Organize, create, and securely maintain volunteer records, files, and other materials, ensuring confidentiality.
- Process data and prepare reports with great attention to detail, maintaining records and performing data cleanup/updates to ensure consistency and integrity.
- Maintain transparent fiscal responsibility for all budget-related tasks, including coordinating funding sources to support the volunteer department services and activities.
- Provide support to Nature Collective special events, campaigns, or programs as needed or assigned.
- Adhere to all of Nature Collective policies, procedures, and guidelines.
- Perform other duties as assigned.

Recruitment + Retention

- Activate a comprehensive recruitment strategy based on Nature Collective's short—and long-term needs; this includes inclusive and accessible promotional activities, interviews, onboarding, placement, and follow-up.
- Activate a comprehensive retention strategy that ensures/strives for stability, growth, diversity, inclusivity, and quality, including training, recognition, coaching/mentoring, and a sense of contribution/value.
- Nurture partnerships and communication with external groups, organizations, and corporations to increase volunteer recruitment and engagement.
- Consider and match volunteer interests and skills with organizational needs, ensuring equitable inclusion and access to all volunteer opportunities.
- Facilitate and manage efficient recruitment, scheduling, notification, and assessment processes for volunteer opportunities and assignments.
- Coordinate and implement a volunteer recognition plan.
- Work with department leads to identify, expand, and assess volunteer opportunities on a quarterly or as-needed basis
- Plan and facilitate inclusive and accessible training/learning opportunities for volunteers to develop and enhance their skills and interests in preparation for

assignments.

Internship Coordination

- Work with interns and intern mentees to ensure that each internship offers a high-quality experience developing industry-related skills, abilities, and knowledge.
- Work with the intern mentees to ensure guidance, support, and supervision of interns.
- Coordinate Integrated Internship presentations with the Philanthropy department.
- Provide direct guidance to designated Volunteer Program interns.

Required Qualifications:

- 2-3 years of experience working with volunteers and/or diverse public audiences
- 2-3 years of experience balancing multiple projects/program priorities and/or public outreach with strict timelines
- Scheduled Monday – Friday; flexibility for an average of 1-2 weekend days per month
- Ability to keenly listen to and understand leadership needs
- Knowledge and experience working with Microsoft Office suite and proficiency in Excel.
- Excellent written and verbal communication skills
- Excellent organizational and multitasking skills
- Comfortable with public speaking
- Ability to understand, interpret, explain, and apply Nature Collective policies and procedures.
- Ability to work in a very diverse setting and community.
- Ability to prepare clear, concise, and comprehensive correspondence, reports, data, and other written materials.
- Ability to work with a high degree of autonomy and participate effectively in a team environment.
- Ability to exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations.

Preferred Qualifications:

- Conversational or Bilingual in Spanish/English
- Volunteer Training Certification

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Physical Requirements:

- Physically able, with or without an accommodation, to work in outdoor environments with uneven terrain and variable outdoor conditions, including heat, dust, chemicals, moisture, dense vegetation, and dryness; position requires frequent standing/walking and lifting of 25 pounds; operation of vehicles; working with arms above shoulder level, climbing stairs, using portable ladders, keyboard/mouse operations.
- Position may include wearing associated personal protective equipment, including safety glasses/goggles, gloves, safety shoes/boots, and face shield
- Position may include the use of hand tools and machinery related to nursery and restoration projects
- Prolonged periods sitting at a desk and working on a computer

Travel:

- Must maintain a clean driving record and abide by the Drivers Policy
- Must be able to travel independently to the project site throughout San Diego County

EMPLOYMENT APPLICATION

Submit this application, a cover letter, and resume to HR@naturecollective.org.
Subject: Volunteer Coordinator (Temp) Applications will be accepted from August 12-August 28, 2024.

We are an equal opportunity employer and do not discriminate against otherwise qualified applicants on the basis of race, color, religion, sex, gender identity, gender expression, pregnancy, national origin, ancestry, age, marital status, physical disability, mental disability, medical condition, sexual orientation, military or veteran status, genetic information and any other characteristic protected by applicable state or federal law.

Please carefully read and answer all questions.

APPLICANT INFORMATION

<u>EMPLOYEE'S NAME (LAST, FIRST, M.I.)</u>		<u>TODAY'S DATE</u>
<u>STREET ADDRESS</u>		<u>APARTMENT/UNIT #</u>
<u>CITY</u>	<u>STATE</u>	<u>ZIP CODE</u>
<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>	
<u>POSITION APPLIED FOR</u>	<u>DATE AVAILABLE</u>	<u>DESIRED SALARY</u>
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE U.S.? <input type="checkbox"/> YES <input type="checkbox"/> NO		HAVE YOU EVER WORKED FOR THIS COMPANY? <input type="checkbox"/> YES <input type="checkbox"/> NO

EDUCATION

<u>HIGH SCHOOL</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>COLLEGE</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>
<u>OTHER</u>	DID YOU GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	<u>DEGREE EARNED</u>

EMPLOYMENT HISTORY (PLEASE INCLUDE 7 YEARS OF EXPERIENCE)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT <input type="checkbox"/> YES <input type="checkbox"/> NO	
<u>RESPONSIBILITIES</u>		

EMPLOYMENT HISTORY (CONTINUED)

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>COMPANY</u>	<u>START DATE</u>	<u>END DATE</u>
<u>ADDRESS</u>	<u>PHONE NUMBER</u>	
<u>SUPERVISOR</u>	MAY WE CONTACT __YES __NO	
<u>RESPONSIBILITIES</u>		

<u>REFERENCES</u>			
<u>FULL NAME</u>	<u>RELATIONSHIP</u>	<u>COMPANY</u>	<u>PHONE NUMBER</u>
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DISCLAIMER AND ACKNOWLEDGEMENT

I certify that the information contained in this application is correct to the best of my knowledge. I understand that to falsify information is grounds for refusing to hire me, or for discharge should I be hired.

I authorize any person, organization or company listed on this application to furnish you any and all information concerning my previous employment, education and qualifications for employment. I also authorize you to request and receive such information.

In consideration for my employment, I agree to abide by the rules and regulations of the company, which rules may be changed, withdrawn, added or interpreted at any time, at the company's sole option and without prior notice to me.

I also acknowledge that my employment may be terminated, or any offer or acceptance of employment withdrawn, at any time, with or without cause, and with or without prior notice at the option of the company or myself.

<u>SIGNATURE</u>	<u>DATE</u>
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