

Director of Volunteer Sustainability

Do you love bringing people together for a really good cause? Do you want to help send children affected by childhood cancer to summer camp?

Okizu is a peer support and recreation program for Northern California families affected by childhood cancer. In the summer we run week-long camping programs for pediatric oncology patients and their siblings, and in the spring and fall we run weekend-long programs for families and teens and young adults.

We seek a highly motivated, exceptionally organized, detail-oriented charismatic and outgoing team player with a positive attitude and a deep commitment to our purpose. All our programs are staffed by wonderful volunteers, and the recruitment and retention of our volunteers is essential to our success.

Depending on the program, our camp volunteers spend 9 days or a weekend caring for children in an outdoor setting. While incredibly rewarding, the volunteer positions are a significant commitment and the Director of Volunteer Sustainability must have the enthusiasm, belief in our mission, and communication skills to engage and recruit a large number of volunteers.

Our ability to serve our families is dependent on having an adequate number of the appropriate volunteers for each program, and the Director of Volunteer Sustainability is responsible for ensuring that we have the volunteers we need to run our programs.

Guided by our strategic plan, The Director of Volunteer Sustainability is responsible for designing and implementing a program for the recruitment and retention of all volunteers ranging from camp counselors, nurses and oncologists, lifeguards to event staff and people to help with special projects.

Responsibilities: The Director is responsible for the design and execution of all volunteer recruitment and retention, and for ensuring that we have adequate volunteers to run our programs. Some of the specific responsibilities include:

- Volunteer Outreach, Recruitment, and Retention
- Design and management of the volunteer application, screening, and confirmation process
- Master the volunteer database (Ultra Camp), data entry, complex reporting
- Supervise the Administrative Assistant and volunteers
- Support Okizu's social media presence

Qualifications:

- Bachelor's degree with 2-5 years of related experience or any appropriate combination of education and experience
- Strong interpersonal skills, excellent presentation skills, experience working with a diverse population
- An understanding of the needs of our vulnerable clientele
- Proven organizational, communication (both written and oral), and creative writing skills

- **Comfortable utilizing various social media platforms**
- **Proficient in trouble-shooting and problem solving; detail-oriented**
- **Experience with in-person and online recruitment or sales**
- **Extensive database experience (UltraCamp preferred, but not required)**
- **Proficient in Microsoft Office, including Outlook, Excel and Word**
- **Professional demeanor; comfortable in an office environment or an outdoor recreational setting**
- **Ability to work independently and as part of a team**
- **Exceptional time management skills**
- **California Drivers' License and a good driving record**
- **Must be willing to work evenings/weekends, as necessary**

Okizu offers a competitive salary and benefits. This is an exempt position.

The job will be working from our main office (which is just off highway 101 in Novato), with occasional trips to our camp which is located in Oroville.

Learn more about us at www.Okizu.org

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