



## VOLUNTEER COORDINATOR – FULL TIME (Mill Valley)

**The Redwoods is seeking a highly motivated and energetic individual with strong volunteer support and management skills to coordinate the recruitment, assessment, scheduling, tracking, and support of our volunteers.**

Excellent opportunity to join The Redwoods, a non-profit, stand alone, multi-level retirement facility located in southern Marin County California. The organization's mission is to provide and maintain a creative, affordable community that promotes good health, well-being and security for a diverse group of elders. [www.theredwoods.org](http://www.theredwoods.org)

- Competitive salary and benefits
- Commitment to staff training and development

### Position Summary

Under the supervision of the Director of Programs and Volunteers, the Volunteer Coordinator is responsible for the day-to-day administration, management, and ongoing development of the Volunteer Program. Position ensures that the activities of the volunteer workers meet the needs of the organization and oversees the recruiting, interviewing, hiring, training, placement and ongoing support of volunteer workers.

### Primary Responsibilities

- Develop and implement outreach recruitment strategies for volunteer constituencies
- Identify departments and programs within The Redwoods where volunteers can be best utilized , or where utilization can be enhanced
- Recruit and match, train, schedule and manage teams and individual volunteers
- Deliver orientations to new and existing volunteers
- Monitor volunteer role effectiveness, satisfaction
- Ensure clear and timely communication with volunteers
- Leverage the potential of our database, Volgistics, to improve volunteer recruitment, tracking, and communication
- Maintain the integrity of the data base, insuring proper entry and carrying out periodic database clean ups/updates

- Produce monthly accounting of volunteer activity. Compile other reports and documentation as required.
- Develop/Execute volunteer recognition events
- Create, edit, and manager volunteer postings in Volgistics and community volunteer recruitment portals
- Perform other department tasks as assigned.
- Position will require some flexibility with work hours, days accordingly to the needs and scheduling of the department and volunteer program events and activities

#### BACKGROUND AND EXPERIENCE:

- Minimum two years of experience in volunteer programs or related experience preferred.
- Proficiency with MS Office (Word, Excel, Power Point, Outlook) and Internet.
- Strong communication (listening, verbal, and written), collaboration and organizational skills.
- Customer service oriented with strong interpersonal skills.
- Maximum flexibility to manage demands of fast-paced work environment.
- Experience as a volunteer.
- Genuine interest in contributing to the mission of The Redwoods
- Able to work nights and weekends as necessary
- Must have some experience working with databases; Volgistics experience helpful, but not necessary
- Ability to work in a fast-paced, open, team-oriented, business casual office
- Experience working with seniors strongly preferred
- Experience providing supervision, coordination and training of individuals/groups strongly preferred.

#### EDUCATION:

- Bachelor's degree preferred

#### PHYSICAL & LANGUAGE REQUIREMENTS:

- Ability to lift, transfer, push/pull, maneuver, and reposition 25 lbs.
- Ability to reach, bend, and walk
- Ability to comprehend complex written materials and verbal instructions
- Ability to speak, read, write, and understand English clearly

Employees are required to pass DOJ fingerprint clearance, a pre-employment physical and annual TB clearance.

**TO APPLY**

**EMAIL: Apply by return email with cover letter and resume.**

**FAX: (415) 383-0115 Attention - Human Resources**

**Or apply in-person at The Redwoods: 40 Camino Alto Mill Valley, CA 94941**

*We look forward to hearing from you if you think your skills and interests are a match.*

The Redwoods is an equal opportunity employer. Organization policy prohibits unlawful discrimination based on race, color, creed, gender (including gender identity and gender expression), religion (all aspects of religious beliefs, observance or practice, including religious dress or grooming practices) marital status, registered domestic partner status, age, national origin (includes language use and possession of a driver's license issued to persons unable to prove their presence in the United States is authorized under federal law), ancestry, physical or mental disability, medical condition (including cancer or a record or history of cancer, and genetic characteristics), sex (including pregnancy, childbirth, breastfeeding or related medical condition), genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws.