****

**Volunteer/Activities Coordinator, Full-Time**

**This is an hourly, non-exempt position.**
**full-time**

Cedars provides day programs and residential opportunities for adults with intellectual and developmental disabilities that inspire them to live creative, productive and joyous lives. Located in the heart of Marin County, Cedars has a rich history of innovation and leadership, supporting individuals through our award-winning programs and services since 1919.

Cedars is seeking an experienced, positive professional to fill the role of Volunteer/Activities Coordinator to support Cedars programs and organizational operations. The Volunteer/Activities Coordinator will have two primary, related yet very distinct functions, each representing approximately one-half of their work time: a) overseeing Cedars volunteer program and b) coordinating the Cedars residential activities. The Volunteer/Activities Coordinator is a key position in the organization, contributing to both the local community by coordinating meaningful volunteer opportunities and to the lives of Cedars client by supporting their engagement in local activities and events.

The volunteer coordination function requires the ability to effectively engage and support a diverse group of volunteers across multiple programs. The activities coordination function requires that you possess excellent organizational and planning skills along with the ability to successfully coordinate a range of details. An enthusiasm for helping people, effective communication skills and being a creative self-starter will result in success in this position.

The right candidate for this position will possess superior written, verbal, organizational, project management and follow-through skills. Attention to detail, impeccable time management and prioritization skills, strategic thinking and poise are critical. Experience managing people, programs and an interest or experience in supporting individuals with intellectual and developmental disabilities is a plus.

Education and experience in the human services or related field preferred, as the Volunteer/Activities Coordinator will at times work directly with Cedars residents and participants to support their engagement in community activities.

Computer proficiency in Microsoft Word, Excel, Outlook, web-based software required. Experience with creative suite programs such as InDesign, Adobe Illustrator and Photoshop, a plus. Strong social media/online platforms experience preferred.

Candidates should possess:

• Ability to balance working independently and taking ownership over assigned projects with being a motivated and proactive team player.
• Ability to coordinate programs and plan events, effectively attending to all related details.
• Great interpersonal skills, and capacity to manage and grow relationships.
• An enthusiastic outlook and a creative mind.
• Exceptional ethical standards, humility, empathy, and respect for others.
• Interest and ability to support Cedars residents, participants and programs.
• Bachelor’s Degree or equivalent experience is preferred.

Additional:
• Flexibility to work varied days and hours, including occasional nights and weekends may be required.
• Ability to lift 30lbs.
• Ability to work with compassion and patience in collaborating with adults with intellectual and developmental disabilities.
• An understanding of and belief in the mission of The Cedars of Marin.
• Community Care Licensing requires you pass a criminal background check.
• Cedars requires an occupational health physical, including TB Test.
• Valid California driver’s license, clean DMV record.

Benefits Available for Full Time, Regular Employees:
• Medical, Dental, Vision
• Retirement plan (403B)
• Paid vacation, personal days and Holidays
• Flexible Spending Account Plan

Apply by sending cover letter and resume to cedarsjob@gmail.com.