

BLOOM PROGRAMS AND VOLUNTEER COORDINATOR  
JOB ANNOUNCEMENT

---

**JOB TITLE:** Bilingual Programs and Volunteer Coordinator  
**HOURS:** Part-Full-time  
**COMPENSATION:** 32 hours per week, compensation (DOE)  
**BENEFITS:** 2 weeks' vacation, plus 1 week Christmas, Health Insurance, Clothing Allowance

Bloom Marin, a local non-profit organization founded 20 years ago, provides complimentary wardrobes to children, women, and men transitioning to a life of self-reliance. Over the past two decades, Bloom has dressed over 18,000 individuals and is committed to building on this proven record of success.

Bloom is seeking an experienced, detail-oriented, motivated and team-oriented Volunteer Coordinator who is bilingual and committed to advancing our mission. This position fulfills the important role of recruiting, training, scheduling, tracking and matching volunteers with our diverse clientele. The role requires an effective combination of networking, public relations, data management and administrative skills. The Bilingual Volunteer Coordinator reports directly to the Operations Director.

**JOB RESPONSIBILITIES**

**Recruitment and Training:**

- Formalize volunteer program, updating volunteer directory, maintaining volunteer job descriptions, providing volunteer orientation and training, as well as coordinating annual volunteer recognition.
- Meet with all prospective volunteers, review Volunteer Guidelines and Expectations. Schedule, conduct and/or train volunteers to conduct Image Workshops.
- **Strong level of recruitment to maintain steady volunteer base**
- Strategically network in the community to recruit a diverse and reliable volunteer base that can be effectively matched with our clients.
- Post volunteer positions on CVNL, Volunteer Match, Nextdoor, Idealist, Facebook and in local publications to attract a diverse pool of volunteers.
- Maintain, strengthen and cultivate agency partnerships. Serve as spokesperson to local agencies and non-profits as needed.
- Conduct weekly agency outreach, meeting with key counselors and attend monthly Marin Advocates meetings.
- Schedule and supervise interns.

### **Recordkeeping/Data Management:**

- Implement and follow up on annual Volunteer Survey.
- Maintain client dressed database for men, women and children. Maintain monthly recap of client dressed by agency.
- Expand the agency's ability to collect and use client data.
- Capture data, including clients' stories from agencies, for grants, donors and overall organizational development.
- Identify one client and volunteer story each month for Monthly newsletter.
- Schedule and reschedule clients weekly.
- Email monthly calendar to volunteers.
- Respond to late cancellations and clients with special circumstances.

**Administrative:** There are a range of administrative tasks that may be required on an as-needed basis, including reception, scheduling, inventory, answering phones, copying and event coordination.

### **JOB QUALIFICATIONS**

- **Fluent bilingual in English and Spanish (strongly preferred); complete fluency in reading, writing, and speaking.**
- Education: High School Diploma.
- Minimum of two years Non-Profit experience desired.
- Excellent administrative and communications skills. Excellent computer/word processing skills, strong knowledge of MS Office Suite, including Excel and Power point.
- Knowledge of phones, filing systems, office equipment, supply ordering and ability to perform tasks in a timely and consistent manner.
- Ability and desire to be a positive and flexible team member.
- Ability to organize, prioritize and work with diverse staff, clients and volunteers.
- Resourceful, self-starting, self-motivated, and able to manage multiple tasks simultaneously.
- Bloom supports clients with various backgrounds and circumstances. Must be sensitive and compassionate toward needs to all Bloom clients

### **BLOOM MARIN IS AN EQUAL OPPORTUNITY & AFFIRMATIVE ACTION EMPLOYEE**

We are committed to employment policies and procedures assuring all qualified persons are accorded equal opportunity for employment, promotion and training.

**To receive a full job description and apply: Please submit your resume and cover letter by e-mail email to:**

**Lenice Smith**

lenice@bloommarin.org

Only Bilingual applicants will be considered