



SONOMA ECOLOGY CENTER

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SUGARLOAF RIDGE STATE PARK VOLUNTEER COORDINATOR & EVENT ASSISTANT (BILINGUAL PREFERRED)

Classification: Non-Exempt

Reports To: Park Manager

Hourly rate: \$22 - \$25

Hours: 32 - 40 hours per week

Job Summary:

With an amazing natural haven of 4,900 acres in Kenwood, California, Sugarloaf Ridge State Park is always filled with families, wildlife, birder's, children's camps, campers, hikers, and thousands of day visitors every year. In order to keep Sugarloaf State Park operational, we rely on our dedicated cadre of volunteers. In this position, one will recruit and train new volunteers, assign appropriate duties, schedule projects, and celebrate milestones and volunteer accomplishments. As well as the volunteer coordination, one will also support Park staff as we execute a large number of events. Bilingual (Spanish/English) candidates are strongly encouraged to apply.

Organization:

Sonoma Ecology Center is a nonprofit with a mission to work with and for our community to identify and lead actions that achieve and sustain ecological health in Sonoma Valley. We drive important land, water, biodiversity, research, and climate initiatives in the North Bay and beyond. We have 40 dedicated staff members, and manage multiple grants and contracts, often in partnership with other agencies, so that we may better leverage our important resources and knowledge base. Sonoma Ecology Center is part of Team Sugarloaf and we manage the State Park for the State of CA.



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Overview of Duties & Responsibilities (Include but are not limited too):

- Provide Support to Volunteers in the Visitor's Center at least one weekend day every week
- Schedule periodic trainings for all volunteer positions
- Update volunteer guidelines and training manuals for all volunteer positions
- Plan and lead quarterly new volunteer orientations
- Acknowledge volunteers through socials, and appreciation events, among other things
- Utilize our volunteer management software (Better Impact) for all volunteer communications, scheduling, document retention, and updating volunteer status
- Responsible for volunteer needs including ordering new uniforms and name tags
- Manage our volunteer's sensitive information when necessary, including driver's licenses, insurance, and background checks with HR
- Provide support to our Community Science Program Volunteers (e.g., Critter Cam, Living with Lions, Being with Bears, SRJC classes, City Nature Challenge, Otter Spotter)
- Provide photos/ videos and brief content to our Community Engagement Team (CET) regarding these programs and volunteer events
- Ensure that all onboarding tasks are completed, including the completion of sexual harassment prevention training
- Work with SEC HR to review and update the Volunteer Handbook and volunteer waivers every two years, or as needed if internal policies or CA law change
- Community engagement and marketing tasks, including taking photos and videos of volunteer activities, generating copy for marketing materials, emergency announcements, content ideas, social media, and volunteer announcements (such as volunteer of the month)
- Attending community events to recruit volunteers, promote events and provide outreach about SEC activities and Sugarloaf and overall
- Provide general support for events at the Park and recruit volunteers for additional support
- Support the events program by assisting with events organizing, putting events up on the website and social media, and setting up events on our ticketing system

Required Skills/Abilities:

- Able to use MS Office Suite and Google Suite (Google Drive, Google Docs, Google Sheets, Google Presentation, etc.)
- Willingness to learn our electronic volunteer management systems in a timely manner
- Able to operate POS, accurately count cash and keep track of event ticket sales
- Working knowledge of Social Media platforms



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- Passion for CA State Parks and Sugarloaf in particular
- Can motivate and inspire others to do great work
- Confident public speaker, including on camera
- Able to remain calm and professional under pressure and handle multiple tasks
- Excellent written and verbal communication skills
- You should have good manners and welcome all of the Park's Visitors without regard to race, ability, age, nationality or sexual orientation/identity

Education and Experience (Any Combination of the Following Will be Considered)

- 1+ year volunteer coordinator experience
- 2+ years of customer service experience
- Any college level coursework relevant to areas of Recreation, Park Management, Environmental Sciences, Interpretive Naturalist, Public Relations, Marketing
- Bilingual (English/Spanish) a huge plus
- Familiarity with Tiktok, Facebook, Instagram or other vertical video format
- Experience working with Canva
- Experience working with a social media management tool such as SocialPilot, Hootsuite, SproutSocial, or Buffer
- Experience working with Google Ads to drive sales and measure results
- Experience with email marketing and programs such as MailChimp.

Physical Requirements:

This is an active position with a lot of movement throughout the day. One must be able to lift, push, pull, and safely carry up to 50lbs. You will be asked to set up tables, chairs, tents, and carry equipment, tools, food, drinks, and other supplies for events. Our events are almost exclusively outdoors, as well as our safety training courses. One will be exposed to sun, heat, wind, rain, occasional snow, poison oak, rattlesnakes, ticks, and may need to wade in the creek on occasion. You should be able to kneel, walk, hike (with elevation changes), bend, stoop, stand for periods of a time, reach, and squat. This position requires the use of common office equipment, such as computer, printer, scanner, phone, register, and satellite phones.

Additional Requirements:

Since you will be handling personal information of volunteers, and you will be working with youth, it is our policy that the incumbent passes a DOJ & FBI background check, via LiveScan



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fingerprinting. Since you will drive company vehicles, we will also run a DMV check. You must have a current Drivers' License and maintain auto insurance.

Please note, weekends, evenings, and holiday's are required (not all, but most) as this is when we have our events and have the bulk of volunteer activity. *The schedule includes one weekend day every week.*

Benefits:

Sonoma Ecology Center offers two Kaiser Permanente health insurance plans for you to choose from. SEC pays 80% of the monthly premium. At this time, we do not contribute towards dependents or significant others. They can be added to your plan but you are responsible for the full premium. Eligibility for health insurance begins on the 1st of the month after hire. We offer six paid holidays and one day off to enjoy your birthday. Hourly sick and vacation accrual begin immediately. All SEC employees also receive a Sugarloaf annual parking pass.

Sonoma Ecology Center is an Equal Opportunity Employer. All qualified applicants will be given equal consideration; equal access to programs, services, and employment opportunities is available to all persons. Persons with diverse backgrounds and of all ethnicities and genders are encouraged to apply. Those applicants requiring reasonable accommodations to the application and/or interview process should notify our Human Resources Department.

To Apply

Please apply using BambooHR HRIS by clicking here:
<https://sonomaecologycenter.bamboohr.com/careers/44>

Alternatively, email humanresources@sonomaecologycenter.org and write Sugarloaf in the Header. Please attach your resume, cover letter, and three references, preferably in one PDF. No phone calls, please. For more information about the Sonoma Ecology Center, please visit www.sonomaecologycenter.org.