



Job Title:	Volunteer Coordinator
FLSA Classification:	Non-exempt (Full-time)
Deadline to Apply:	June 1, 2020
Submit Resumes to:	resumes@desertmountains.org

POSITION OVERVIEW

The Volunteer Coordinator coordinates and supports the activities and programs undertaken by volunteers regarding Friends of the Desert Mountains (Friends) support, education, conservation and research efforts for the Santa Rosa & San Jacinto Mountains National Monument.

The Coordinator serves as the operational liaison between Friends and the Bureau of Land Management (BLM) and US Forest Service (USFS).

The Friends' programs include: Community Science, Property Clean-up, Events, Hikes, Land Monitoring, Trail Stewards and Ambassador, Visitor Services, Weed Warriors, Youth Programs, Education, Outreach and others as assigned. The Volunteer Coordinator will work closely with the Director of Education and Land Programs as well as the Acquisitions Coordinator on the volunteer needs for many of the Friend's programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

include the following:

- Coordinate the multiple Friends' Programs and work with the Programs Committee Chair and the various volunteer program chairs to ensure that each program is managed in a manner consistent with the mission of the Friends of the Desert Mountains.
- Meet with prospective volunteers, review volunteer applications to ensure compliance with both Friends' and BLM protocols, conduct personal interviews with candidates, review applications to determine the recruit's skills and best fit within the structure of the Friends' programs suite.
- Work with each new volunteer and assist in involving the volunteer in one or more of the Friends programs.
- Maintain the volunteer contact information, including emergency contact information, in a master database.
- Maintain a log of volunteer hours and submit reports as needed to the Executive Director.
- Prepare reports on volunteer activities for Board meetings.
- Work with the Volunteer Lead to schedule volunteers for various events/projects.
- Maintain a calendar of upcoming events.
- Provide volunteer materials as required by specific function and oversee volunteer activity at the function.
- Plan, coordinate and conduct volunteer training sessions as necessary, including arranging course materials, speakers and other such details as necessary.
- Coordinate volunteer CPR/Live scan registration.
- In conjunction with the Marketing and Development Director, create and email monthly volunteer newsletter to volunteers.
- Assist the BLM/USFS on removing invasive species in protected areas. These projects involve a week at a time in the field. (Includes camping onsite)

General

- Leadership – Maintain a positive, upbeat role, promote and exemplify Friends' values and

represents the organization's objectives and interests to internal and external customers.

- Customer Service – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner.
- Teamwork - Develop and promote teamwork and cooperation among co-workers. Work cooperatively with members of our partner organizations.
- Other duties as assigned

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- High school diploma or equivalent.
- Bilingual skills are a plus.
- Proven experience in recruitment, training and organization of volunteers.
- Strong people and communication skills.
- Event coordination experience.
- Flexibility to work evenings or weekends as necessary.
- Strong written and oral communication skills.
- Strong initiative, dedication, honesty and ability to work independently.
- Proficiency in Microsoft Office (Excel, Word and Outlook).
- Ability to work in a fast-paced work environment that requires strong multitasking skills, excellent time management, and self-starter mentality.
- Highly organized with a strong attention to detail and follow-up, and able to work in a team environment.
- Willingness to use personal vehicle on Friends' business; maintain a valid CA drivers' license with a good driving record.