



# VOLUNTEER ENGAGEMENT COORDINATOR

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**DEPARTMENT:** Human Resources  
**REPORTS TO:** Human Resources Director  
**CLASSIFICATION:** Non-Exempt

**# OF HOURS:** Full-Time, 40 hrs  
**PAYRATE:** D.O.E.

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## **POSITION PROFILE:**

Under the direction of the Human Resources Director, the Volunteer Engagement Coordinator develops and manages volunteer services for SAY San Diego programs.

## **ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:**

- Recruit, interview, train, screen, and place volunteers depending upon their interests and agency needs (both individual and group volunteers); Communicate with agency managers about volunteer needs
- Provide support as needed for programs requiring volunteers
- Provide for orientation of agency volunteers; Plan and implement volunteer recognition
- Recruit and manage special event volunteers (includes in-kind drives); Support Development Unit major projects (events and drives)
- Attend outreach activities in the community to recruit volunteers
- Initiate and follow-up with outreach to corporations; Identify and develop corporate volunteer opportunities and coordinate this resource with other functions of development
- Supervise AmeriCorps or other volunteer interns (not program interns)
- Perform other tasks as assigned by Human Resources Director

## **QUALIFICATIONS (Education, Experience and Certifications):**

- Bachelor's Degree or equivalent experience
- 2 years experience working for not-for-profit, including agency volunteers
- Prior experience specific to volunteer recruitment and management preferred, including work with corporations as sources of volunteers

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to work independently
- Strong and effective oral and written communication skills
- Proficient computer skills (MS Office)
- Be able to work some weekends and evenings

## **WORKING CONDITIONS:**

**ENVIRONMENT:** Office and occasional off-site functions. Typically an office environment with adequate lighting and ventilation and a normal range of temperature and noise level.



## **VOLUNTEER ENGAGEMENT COORDINATOR**

**PHYSICAL REQUIREMENTS:** While performing the duties of this job, the employee is regularly required to sit, use hands and arms to perform repetitive motions. The employee must occasionally stop, kneel, crouch, and crawl as well as lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus. Moderate dexterity application of basic skills (calculator, keyboard, hand eye coordination, etc.).

**MENTAL:** Must be able to relate well to all people of the community regardless of color, national origin, religion, sex, pregnancy, age, marital status, veteran status, sexual orientation, disability or socio-economic level. Must be emotionally mature, stable, tactful and be able to provide professional leadership.

*The Job Description is intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.*