



**SAN DIEGO CANYONLANDS**  
Promote. Protect. Restore.

## **Volunteer Coordinator Job Description**

**Job Title:** Volunteer Coordinator

**Reports To:** Outreach Manager

**FLSA Status:** Non-Exempt, Full Time

**About San Diego Canyonlands:** We are a community-based nonprofit organization based in San Diego with about 30 staff members. Our mission is to promote, protect, and restore the natural habitats in San Diego County's canyons and creeks. We do this by fostering education and ongoing community involvement in stewardship and advocacy and by collaborating with other organizations. We are focused on improving our local urban green spaces while providing equitable support for surrounding communities. Check out our website at [www.sdcanyonlands.org](http://www.sdcanyonlands.org) and our Instagram page @sdcanyonlands to see more of our work!

**Scope:** The Volunteer Coordinator supports San Diego Canyonlands outreach programs and conducts activities in such a way as to affect the development, growth, and ongoing accomplishment of Canyonlands' objectives and goals. The Volunteer Coordinator serves as a community liaison and ensures high levels of service in all areas of program delivery.

### **Volunteer Coordination Responsibilities**

- Volunteer recruitment, engagement, and event facilitation
- Engage and support Canyon Friends Groups and volunteers from partner organizations such as service clubs, nonprofits, and corporations
- Recruit and engage volunteers using tools such as VolunteerMatch
- Maintain and update the volunteer database and sign-up calendar in Salesforce
- Track volunteer participation and Friends Group sign-ups and enter them into Salesforce database
- Support Friends Groups with webpage creation, volunteer data collection, newsletter creation, and social media support and provide training on these methods for volunteer self-sufficiency
- Support the Outreach Manager in the maintenance of Canyonlands' social media accounts and website
- Provide routine educational trainings and interpretative hikes for Friends Groups and local communities
- Work with the Canyonlands' development team to grow corporate sponsors tied to volunteer opportunities

**Additional Responsibilities**

- Attend external and internal meetings and training events as necessary
- Assure through inspection that program sites are well-maintained and safe for volunteer activities and public access, and otherwise provide a safe space for volunteers
- Drive company vehicles with work tools and materials to work sites
- Willingness to learn new skills to increase effectiveness in performing the job
- Administrative duties include scheduling work days on an online calendar, tracking and reporting accurate hours with descriptions of work accomplished on Quickbooks, and submitting the timesheets on time
- Perform miscellaneous duties as required

**Required Qualifications:**

- 1+ years working with community volunteers
- 1+ years event coordination and facilitation

**Preferred Qualifications:**

- Bilingual English/Spanish
- Experience working with culturally diverse volunteers
- Social media management
- Strong leadership skills
- Strong public speaking skills

**Schedule:** This position is expected to work 40 hours weekly, Tuesday – Saturday.

A hybrid work schedule is available.

**Benefits:** Annual benefits include 80 hours of paid time off, 13 paid holidays, and 40 hours of sick time. San Diego Canyonlands contributes significantly to health insurance costs, covers the administrative costs of a 401k retirement plan, and provides a cell phone reimbursement. Additional perks include a flexible work schedule, potential for hybrid work, monthly staff meetings, monthly staff hikes, and working with a mission-driven organization and passionate coworkers.

**Compensation:** \$23-\$27/hour

San Diego Canyonlands, Inc. is an equal-opportunity employer committed to a diverse workforce.