



***Position Yourself For A Higher Mission
Join The Team That Changes Lives***

***Job Announcement
Volunteer Coordinator***

General Purpose

Supports the work of the Mission by enhancing the Mission's partnership with the San Diego community through finding and matching interested volunteers with Mission needs, and effectively manages those relationships.

Primary Responsibilities

Confers with staff to plan volunteer program consistent with needs of each department and the Mission as an institution + Identifies vehicles for volunteer recruitment and direct year-round recruiting efforts + Recommends establishment of policies and procedures for in-service training, work hours, and types of service to be performed by volunteers + Matches individuals and groups with volunteer opportunities that meet Mission needs and fits their interests and skills + Speaks to community groups, explaining Mission activities and needs and role of the volunteer program + Schedules and conducts tours of Mission facilities to interested individuals and groups + Assists with creation of volunteer newsletter and volunteer-oriented articles for other Mission communications + Networks with other social service agencies in development and maintenance of volunteer program + Prepares and maintains statistical reports on volunteer program + Encourages Mission-wide appreciation of volunteers, and arranges for annual recognition events + Assists with other community outreach events as needed + Works with various department managers to coordinate gift-in-kind efforts during the holidays and other times during the year

Education / Experience

Minimum Bachelor's Degree in Human Resources or related field from an accredited institution, plus minimum 2 years full-time work experience as a volunteer coordinator or similar position. Nonprofit experience preferred.

Other

Travel to meet volunteers, donors and other various groups is required, therefore, must have independent, reliable transportation. Must work evenings, overnights, weekends, and/or holidays as needed.

If you have a passion to serve the homeless, needy and the poor in a faith-based environment, contact us!

Send your resume, cover letter and salary requirements to:
SDRM, Attn: Human Resources, PO Box 80427, San Diego CA 92138
...or fax 619.234.4101 ...or email gochoa@sdrescue.org

No phone calls please. All openings are subject to change without notice.

www.sdrescue.org