



**Job Title:** Volunteer & Community Engagement Coordinator

**Location:** Sacramento, CA

**Full time, Exempt**

**Work hours:** 40hr/week Tue-Sat, evenings and holiday work as needed. Events may require overtime

APPLICATIONS ACCEPTED BY:

E-MAIL: [sscholz@saintjohnsprogram.org](mailto:sscholz@saintjohnsprogram.org)

SUBJECT LINE: Application: Volunteer & Community Engagement Coordinator – *(insert your name here)*

In addition to your resume, please email a cover letter stating why you want to work for **Saint John's Program for Real Change** and what skills you have related to this job description that makes you a great fit for the position.

APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

### **Role and Responsibilities**

Supervised by the Director of Events & Corporate Relations, this is a great opportunity to make an impact and enriches the community atmosphere of Saint John's Program for Real Change while supporting the Development Team, Families and Volunteers through planning, implementing, and overseeing various activities and public events. The Volunteer & Community Engagement Coordinator supervises volunteers, provides direction, coordination, and consultation for all volunteer functions that drive Saint John's community engagement, including the recruitment, training, tracking and management of volunteers for the organization. Volunteers include individuals, businesses, church groups, student groups and other local organizations serving in one-day, short-term, and long-term service capacities. Recruitment includes speaking engagements and the oversight and management of a docent program.

Additionally, the Volunteer & Community Engagement Coordinator will create and cultivate strong volunteer and donor relationships in an effort to show appreciation for existing volunteers and donors as well as attract new supporters.

### **Primary Duties & Responsibilities include but are not limited to the following:**

- Coordinate and execute on-going and pilot programs, including but not limited to annual Saint John's events, community events, health and wellness partnerships, holiday events, service engagements, supporting Saint John's volunteer program and other activities.
- Maintain frequent contact with volunteers, staff, community partners and residents about upcoming events and support needs.
- Detail volunteer schedules & leads on large projects.
- Greet volunteers, facilitate projects for daily/weekly projects.
- Maintain volunteer contact lists and service hours.
- Work in conjunction with staff regarding venue use and implementation of activities.
- Assist in organizing and hosting one-time events.
- Plan activities with goal of providing maximum physical and emotional wellness of the population served.
- Monitor and document attendance and satisfaction with offered programs and activities.
- Budget for and purchase supplies for all activities. Reconcile all purchases against established budget.
- In collaboration with Saint John's staff, community partners, and volunteers, determine the current needs in regards to activities and how to properly utilize volunteers to adequately cover those needs.
- Support in working with Client Services Coordinators and Program staff to facilitate in-kind donations including coordination, communication, inventory, dinner providers, client & Alumnae needs.
- Help coordinate and support client enrichment activities (Knitting, Painting, Bayside, exercise, off-campus).
- Establish and regularly update staff on volunteer schedule and events.
- Communicate regularly with volunteers through phone calls, e-mails, and in person and show appreciations for their efforts.

- Oversee the implementation and maintenance of Volunteer database.
- Work with the Director of Event and Corporate Relations, Director of Development/CEO/COO on the development of the written program model.
- Manage alumnae association events in conjunction with alumnae manager.
- Attend community meetings.
- Provide holiday activity management.
- Speak on behalf of Saint John's at community and donor events to ensure that the Saint John's vision and mission statement are conveyed appropriately and effectively.
- Develop meaningful relationships with donors to keep them invested in the Saint John's program in both monetary and in kind fashions.
- Any additional duties assigned by supervisor.

### **Abilities and Attributes**

- Must have the ability to maintain professional boundaries, including maintaining objectivity and confidentiality, while building trusting relationships with residents, staff, volunteers and the general public. Speaking in highest regard of Saint John's and staff while acting as a good steward.
- Ability to multitask.
- Understands a sense of urgency and ability to prioritize.
- Excellent written and oral communication required.
- Must have excellent customer service, positive, outgoing nature.
- Strong computer skills, including ability to easily navigate the internet, use Outlook, create Word and Excel documents, and work with a database.
- Must be sensitive to the needs and concerns of residents and their families.
- Must have experience and ability to work positively within a multi-cultural team environment.
- Must be able to exercise good judgment and common sense, based on analysis, evaluation, and risk assessment in determining what to handle without help, and when to ask for guidance or help in prioritizing from supervisor.
- Must have creativity and an ability to adjust to change.

### **Qualifications and Education Requirements**

- Bachelor's degree in Social Work, Communication, related field or equivalent experience in social services and/or outreach, with an emphasis on volunteer management.
- Related experience in event planning or community organizing preferred.
- May direct volunteers or other staff members who are assisting in an activity, but does not supervise any staff or volunteers on an ongoing full-time basis.

### **Certificate and Licenses**

- Requires a valid CA driver's license, with proof of valid auto insurance, ability to drive an automobile, TB clearance, and DOJ clearance. Requires a full range of physical mobility, such as bending, stooping, lifting, turning, carrying objects, and grasping, as well as the ability to see and hear.

Saint John's operates 24/7. The Volunteer & Community Engagement Coordinator will need to be flexible with their schedule to accommodate volunteers and outreach activities. Day and evening hours are necessary and position will include working on weekends and some holidays, a Tuesday through Saturday working schedule is preferred.

**DESIGNED TO CHANGE LIVES. ONCE AND FOR ALL.**

*Saint John's Program for Real Change* is a nonprofit organization dedicated to the eradication of homelessness for each woman and child we serve. Our mission is to provide more than food and shelter, we provide the ability to rise above devastating negative elements and achieve self-sustainability. We only hire individuals that are dedicated to fulfilling the promise of Saint John's mission to our community.