



REDWOOD PARKS CONSERVANCY

Join the RPC Team! Now Hiring Volunteer Manager in Crescent City, CA

Position title and classification: VOLUNTEER MANAGER, exempt, full time

Reports To: Executive Director, RPC Salary Range: \$64,480-\$69,480

Location: Volunteer Manager (VM) will work from the RPC Crescent City office at minimum 2.5 days per week, with mandatory day of Thursday for the Leadership Team Meeting, and preferably Tues-Thursday. VM will work with direct report on this schedule to compensate for required weekend work as the job requires.

If you would like to apply, please send your resume to sal@redwoodparks.org by Friday, March 17th, 2023.

Job Description

Detail-oriented and focused volunteer manager to be responsible for building and maintaining our database of volunteers and volunteer opportunities. Self starter a must. The volunteer manager's responsibilities include building a volunteer program tailored to the RPC and its specific needs, recruiting and training new volunteers, keeping a database of volunteer information and skills, working with our RPC stakeholders to identify and plan for volunteer needs in near future, budgeting for the program, working with grant managers in meeting the volunteer needs of various grants, matching volunteers to opportunities that suit their skills, keeping volunteers informed, and conveying the organization's purpose to the public. A successful volunteer manager should be meticulous about keeping records and passionate about volunteer work. You should uphold the values of our organization while ensuring the comfort of our volunteers in their positions.

Volunteer Manager's Responsibilities

- Recruiting, training, and supervising new volunteers.
- Collecting volunteer information, availability, and skills, and maintaining an up-to-date database.
- Using marketing tools such as outreach programs, e-mails, and volunteer databases.
- Keeping new and existing volunteers informed about the organization and volunteer opportunities.
- Matching volunteers to opportunities that suit their skill sets, and ensuring they understand their responsibilities and receive the proper training.
- Organizing training and leading on-the-job training.
- Keeping schedules and records of volunteers' work.
- Preparing codes of conduct and operating procedures to uphold the organization's values.
- Ensuring the organization's purpose is conveyed to the public.
- Purchase, coordination, maintenance, storage and upkeep of RPC transportation vehicles.

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- Securing and maintaining insurance for vans and drivers per State and Local requirements
- Protocol development and scheduling of drivers for community volunteer program and grant needs as required
- Establishing safety protocols for staff and visitors using the vans and necessary annual training and inspections to ensure compliance.
- Other duties as required by manager and director

Volunteer Manager Requirements

- Valid California Driver's License in good standing.
- Bachelor's or associate's degree in business management, human resources, or a related field preferred
- Experience in volunteering and recruitment.
- Working knowledge of databases.
- Excellent communication and interpersonal skills.
- Excellent organization and team-building skills.
- Knowledge of nonprofit organizations and regional stakeholders such as the National Park Service, California State Parks and our tribal partners – among others.

ABOUT REDWOOD PARKS CONSERVANCY

Our mission is to foster understanding, enjoyment, and stewardship by providing support to our partner agencies – the National Park Service, California State Parks, the U.S. Forest Service, and our tribal partners – who are entrusted with the care of northern California's public lands.