

ENVIRONMENTAL VOLUNTEERS - JOB ANNOUNCEMENT

November 29, 2021

Open Position: Volunteer Coordinator

The Volunteer Programs Coordinator (VPC) is a key member of the Organization. The successful candidate will bring exceptional energy, vision, and organization to assist in cultivating and nurturing Environmental Volunteers' community of supporters and volunteers. The VPC will passionately share the mission of Environmental Volunteers with diverse groups who are important to the organization's overall prosperity. The VPC will focus on two main efforts: (1) Volunteer Cultivation and Stewardship: design and implement an ongoing plan nurture ongoing relationships and opportunities for connecting with past and current volunteers. (2) Volunteer Recruitment: lead the organization's efforts to recruit School Programs Volunteers, Community and Outreach Volunteers, and volunteers who serve in other roles.

What makes you a great fit for this position:

1. Demonstrated experience working with volunteers. This position works with a robust volunteer pool. Each volunteer comes with a different experience, background, and motivation for volunteering. The position is key to supporting the organization's desire to be inclusive for all volunteers.
2. Demonstrated experience with project and or event management. This role oversees many events each year as well as manages volunteer recruitment or nurturing projects. It requires attention to budgets, timelines, and deliverables.
3. Demonstrated experience with data management, tracking, and analysis. This position maintains the volunteer database and runs a multitude of reports and analyses from the data for both planning and evaluation purposes.
4. Understanding of systemic racism and its impacts, and experience incorporating a racial and social equity lens into volunteer programs.
5. Highly strategic: Sees the big picture and stays focused on strategy. Has the ability to frame ideas in ways that help colleagues understand both big-picture concept and resulting concrete actions / results
6. Deep listener: "Learn-it-all not know-it-all"
7. Collaborative: Effectively builds buy-in up, down, and sideways
8. Reliable: Follows through on commitments, meets frequent deadlines with no supervision in a fast-paced environment with many competing demands
9. Confident and humble: Able to advocate for volunteering perspective and effectively introduce colleagues to new thinking
10. Has a personal connection to the outdoors and / or nature science education
11. Superb written and verbal communication skills

Full job description is available [here](#).

About the Environmental Volunteers

Since 1972, the Environmental Volunteers (EV) has been sharing the wonders of environmental science with youth, sparking their interest in lifelong learning through discovery of the natural world. Annually, our classroom-based science education and field trip programs reach 12,000 San Mateo and Santa Clara County students, grades K-8, and assist their 400 teachers in

meeting state education standards. The EcoCenter, our headquarters located in the Palo Alto Baylands Nature Preserve, is a new community resource for environmental education and a place that inspires a love of nature and stewardship. We are now growing across the country with EV Sprout Up chapters at UC Santa Barbara, UC Davis, Cal Poly, UCLA, Columbia University /Barnard College, and New York University. Our dedicated team includes 12 staff and consulting members and 17 current board members.

Our organizational values include:

The Passion of our Volunteers – We believe that nature is awesome, everywhere and for all. We develop and empower future stewards of nature. Passion for the experience of volunteering continues to spread, inspiring remarkable contributions from our volunteer leaders, staff, partners, and the rest of the EV community.

Collaboration – Internally, we are a highly collaborative and mutually-supportive team. Externally, we are committed to mutual trust and respect with our partners. We resolve differences when they may emerge with respect and civility.

Integrity – Our success and reputation depend on our integrity as an organization. Therefore we use consistent, reliable decision-making to guide our efforts. We apply common sense and good judgment to our work, and recognize our essential responsibility to use contributions and resources.

Learning – We believe that learning and curiosity are at the core of everything we do.

Stewardship and Philanthropy – We could not achieve our mission without the generosity, commitment and philanthropic support of our volunteers and donors who share these values.

Diversity, Equity, and Inclusion – EV acknowledges systemic racism and other social injustices and their impact on the EV community. We have begun the journey of understanding racism and injustice and their impacts on people of color and others. We are committed to making change within our organization and to supporting change within the EV community towards a more just and equitable future.

Typical Working Conditions and Travel:

The Volunteer Coordinator will work between the EV headquarters in Palo Alto, CA, and our South Bay Office in Santa Clara, CA. This position will begin mostly working remotely and will eventually transition to either fully in-person or a hybrid work schedule (based on your preference). The position will require regular travel to field trip sites, schools, and collaboration partner locations throughout the Bay Area.

Salary and Benefits

The salary range for this position is competitive. Benefits include paid holidays, vacation, sick time, and health, dental, vision, life and long-term disability. Eligible for 403(b) plan after one year of employment. (This is the equivalent of a 401(k) for non-profit organizations.)

To Apply

The position is open until filled.

Cover letters should address any important information about the candidate that is not apparent in the resume. For example, if you have work or life experiences that are different from being a volunteer coordinator, how do they prepare you for this position?

Submit resume and cover letter to:

Search@EVols.org

Subject line: Volunteer Coordinator - {Last Name}