

3380 Vincent Road #107 Pleasant Hill, CA 94523

(925) 322-0604

mandy@whiteponyexpress.org

www.whiteponyexpress.org

VOLUNTEER COORDINATOR

**Now, more than ever, we know how important it is to do work that makes a real impact!**

**White Pony Express** (WPE) is a largely volunteer-powered non-profit, with a mission to help eliminate hunger and poverty by delivering the abundance all around us to those in need – with love. In addition to clothes, books, and toys, we distribute over 12,000 pounds of high-quality food every day to over 70 different non-profit organizations throughout Contra Costa County.

As a paid member of our staff, our Volunteer Coordinator will harness the strength of our amazing volunteers to help us in our mission. The Volunteer Coordinator is the key to a successful and sustainable volunteer program ensuring the satisfaction of our volunteers and those WPE serves in the community.

**WHAT YOU COULD DO IN THIS ROLE**

* **Share your passion for the work that we do** while recruiting and training new individual volunteers and corporate teams who want to make a difference in our community.
* Be part of a supportive community of staff and leaders that mentor, coach, and encourage volunteers as they help us meet our mission.
* Partner with our organization’s leadership to help identify or develop a new intake and tracking system for volunteers to ensure engagement from initial interest through the duration of their service.
* **Keep our volunteers engaged and aware** through ongoing communications and interactions leveraging a variety of communication mediums.
* Keep your finger on the pulse of the volunteer community by executing engagement surveys and collecting feedback in focus groups.
* Work closely with other staff and key volunteers to analyze the demand for volunteer help and create growth plans to meet the needs of our organization.
* Develop volunteer assignment job descriptions and maintain a list of openings and needs across the organization.
* **Maximize the potential and performance of our volunteers** by collaborating with our Operations Managers to find and create projects to leverage the wide range of skills and experience that our volunteers bring to the organization.
* Represent the organization at virtual and in-person events leveraging our volunteer recruitment and training collateral and most of all-your excitement and dedication to our mission.
* Manage our volunteer orientation sessions ensuring that the participants are provided with training, safety procedures, and other paperwork required for volunteer on-boarding and activities.
* Use your organizational skills to ensure that volunteer check-in procedures are followed, and records of volunteer hours are maintained.
* **Reward our volunteers for their commitment and service** by planning and executing volunteer recognition activities and events.

**THIS POSITION IS**

Full-time, exempt and is scheduled to work a 40-hour workweek which includes Saturdays. The position includes a competitive salary commensurate to experience and a benefits package that includes PTO, holidays, and a robust health plan.

**WHAT WE’RE LOOKING FOR (BASIC QUALIFICATIONS)**

* Experience working or volunteering with other community-based, non-profit organizations.
* Successful completion of Bachelor’s degree in any major.
* Proficiency with Microsoft Office applications (Outlook, Word, Excel, PowerPoint).

**BONUS POINTS (PREFERRED QUALIFICATIONS)**

* Ability to demonstrate strong work ethic, solid technical aptitude, excellent verbal and written communication skills, leadership, and experience working on a team in a collaborative work environment.
* Comfortability leading meetings, seeking input, and storytelling.
* Proficiency in digital communications and managing member/volunteer databases and training tools.
* Excellent organizational and interpersonal skills with the ability to be detail-oriented, multi-task, and consistently complete projects on schedule and within budget.
* Experience with designing and/or leading volunteer programs (100+ volunteers).
* Skills in coaching, training, and mentoring team members, providing them with experiences to continually learn and grow.
* Passion and excitement for building a strong volunteer community and a dedication to our mission and culture.
* Bi-lingual English/Spanish.

**Important Information**

Applicants for employment in the U.S. must have work authorization that does not now or in the future require sponsorship of a visa for employment authorization in the United States and with WPE.

*WPE is an Equal Opportunity Employer. We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion, or sexual orientation.*

*All employment decisions shall be made without regard to age, race, creed, color, religion, sex, national origin, ancestry, disability status, veteran status, sexual orientation, gender identity or expression, genetic information, marital status, citizenship status, or any other basis as protected by federal, state, or local law.*