



Volunteer Manager

REPORTS TO: Senior Director, Programs

SUMMARY: The Volunteer Manager is responsible for managing the Volunteer Program including recruiting, orienting and placing volunteers to support TreePeople events, programs and departments. This position places emphasis on creating, supporting and retaining volunteer leaders.

ESSENTIAL JOB RESPONSIBILITIES:

1. Serve as the first contact with all volunteers and potential volunteer leaders, matching them with the most appropriate TreePeople opportunities and leadership training programs.
2. Develop and maintain the volunteer section of the database and website, and the volunteer registration system for all volunteer events and activities.
3. Recruit and place volunteers and work directly with them at weekend events.
4. Recruit new volunteers from across Los Angeles County through various volunteer websites and organizations.
5. Manage internship program and recruit interns from universities and colleges to support all departments.
6. Produce a monthly e-volunteer newsletter and facilitate monthly events to engage new and current volunteers.
7. Manage a system that creates an incentive for volunteers to become leaders and continue to engage with TreePeople.

SECONDARY JOB RESPONSIBILITIES

1. Plan an annual volunteer awards and recognition event.
2. Teach at TreePeople workshops and trainings, as needed.
3. Speak at public events at universities, partner sites, etc. as needed.
4. Participate in TreePeople staff activities.

QUALIFICATION REQUIREMENTS:

- Computer skills – Microsoft Office, PowerPoint, Internet
- Experience with Salesforce CRM a plus
- Experience in managing volunteers and volunteer program preferred.
- Must be detail-oriented
- Strong administrative skills: planning and organizing
- Excellent communication and people skills: listening, one-on-one conversation, public speaking, and writing.
- Spanish speaking a plus
- Available to work Tuesday through Saturday schedule with occasional evening and Sundays.

Compensation: Full time position. Salary commensurate with experience. Insurance benefits, vacations, sick, and holiday pay.

To apply: Email cover letter and resume (including salary history) to:

Jodi Toubes

Director, Human Resources & Administration

TreePeople

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*TreePeople is an equal opportunity employer