Descanso Gardens seeks a part time Volunteer Coordinator responsible for coordinating all activities pertaining to Descanso’s volunteer programs including the areas of recruitment, retention, evaluation, and recognition. The Volunteer Coordinator works closely with other members of the Education team to oversee and lead volunteer events, assist with volunteer training, and facilitate positive, mission-aligned experiences for prospective and current volunteers. This position is highly visible working directly with visitors and volunteers of Descanso Gardens in addition to working with internal and contracted team members.

This is a 25 hour a week, part-time, non-exempt position with evening and/or weekend hours and holidays depending on the needs of the organization. The weekly schedule is anticipated to be 5 hours daily Tuesday through Saturday (8:30 am – 1:30 pm).

**ESSENTIAL FUNCTIONS and RESPONSIBILITIES** include but are not limited to:

- Coordinates outreach efforts, including website messaging, promotional pieces, and communications with outside organizations.
- Coordinates recruitment cycle communication to applicants; interviews, orientations and trainings, and placement.
- Coordinates volunteer program events such as orientations and trainings, recognition and appreciation events, ongoing trainings, and other volunteer activities.
- Oversees logistics for volunteer-related meeting and events (invitations, RSVPs, refreshments, facility setup, etc.) and setup and clean up.
- Prepares reports and statistical analysis of Volunteer Programs
- Participates in program evaluation, interpretive planning, and strategic planning for Education Programs.
- Interfaces with Descanso staff who work with volunteers.
- Maintains Volgistics, our volunteer database and VICS, the online Volunteer Information Center.
- Responds to Volunteer program inquiries by phone, email and other modes of communication.
- Responsible for inventory, ordering, and maintenance of tools, equipment, supplies used within the Volunteer programs.
- Provides on-site event staffing as required.
- Other duties as assigned.

**EQUIPMENT USED and PHYSICAL DEMANDS:**

- Computer, phone, fax machine, credit card processing machine, calculator, copier, printer, hand-held (two-way) radio, sound system, projectors, golf cart.
- Must be physically able to walk various distances to a variety of locations within the Gardens, which are not accessible via motor vehicle, and must be able and willing to work outside in all weather conditions.
- This position occasionally requires lifting of up to 15 pounds.
QUALIFICATIONS and REQUIREMENTS:

- BA/BS minimum
- 2 years experience in an education or volunteer related environment required.
- 1 year experience working with volunteers required.
- 1 year experience supervising/coordinating volunteers preferred.
- Excellent communication skills, including presentation skills
- Highly developed organizational skills, ability to conceive and implement events from inception to completion.
- Ability to respond flexibly and well in a dynamic work environment
- High degree of discretion and sense of appropriateness. Ability to manage volunteer files, including personal information, responsibly and respectfully.
- Other critical attributes include a high degree of warmth, strong interpersonal communication skills and a well-developed sense of humor. It is essential that the candidate have the flexibility and philosophical orientation to function effectively with staff, team members, visitors and volunteers from around the institution.
- Good working knowledge of computers including MS Office and Gmail, and familiarity with general office equipment.
- Experience with Volgistics preferred.
- Experience with Altru POS a plus.
- Basic knowledge of business processes such as accounts receivables, accounts payables.
- A valid CA Driver’s License is required.

COMPENSATION: Starting at $14.00 per hour

TO APPLY: Interested parties may apply by submitting a MS Word or PDF letter of interest and resume to jobs@descansogardens.org with VOLCO1705 in the subject line. Only those applicants meeting the minimum requirements and submitting all required information may be contacted for further inquiry. We will accept resumes until the position is filled.

Anticipated start date: June 2017

No phone calls, please.

Descanso Gardens Guild Inc. acknowledges that equal opportunity for all persons is a fundamental human value. Each employee will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.