



## CANOPY POSITION ANNOUNCEMENT

### AmeriCorps Public Allies Position: Volunteer Coordinator

Canopy is a growing urban and community forestry nonprofit with a track record of delivering high quality, innovative, and impactful programs. Canopy staff and volunteers strive toward excellence, equity, collaboration, and gratitude in the work we do, and welcome candidates that share these values. We are seeking a hard working, dedicated person to join our team and grow with us as we aim to accomplish our vision: a day when every resident of the Midpeninsula can step outside to move, play, and thrive under the shade of healthy trees.

#### **Position Summary**

This is a position through the [AmeriCorps Public Allies Program](#). Under the direction of Canopy's Program Director, the Volunteer Coordinator will be responsible for volunteer outreach and community engagement for all of Canopy's programs. A balance of office work and fieldwork can be expected. Every person on the Canopy team is expected to collaborate on shared goals. Work week will be Tuesday through Thursday, and Saturday, with early mornings and evenings on occasion.

#### **Duties and Responsibilities**

- Create and implement a volunteer recruitment and retention plan, and work with the Program Director and Education Director on existing volunteer training program.
- Seek out innovative sources for long and short term volunteer support.
- Cultivate and foster relationships with new and existing volunteers, service clubs, and other partnerships.
- Lead volunteer appreciation and retention efforts.
- Schedule and prepare activities for outreach events at community fairs, and the like; coordinate volunteers/board members to host tablings.
- Manage volunteer registrations and inquiries and coordinate volunteer group reservations and requests.
- Maintain the Canopy calendar of events, volunteer sign-up form, and tree walk sign-up form.
- Maintain accurate database records of events and volunteer profiles, and enter all relevant information in Canopy's database to track volunteer engagement.

#### **Qualifications and Experience**

- Willingness to work in the field throughout various locations in East Palo Alto and Palo Alto.
- Excellent written and oral communication skills.
- Ability to quickly learn and comfortable working with a database.
- Ability to respond thoughtfully, promptly, and respectfully to various audiences.

#### **Personal Characteristics**

- Detail-oriented, organized, with outstanding interpersonal skills.
- Able to communicate effectively verbally and in writing with diverse groups.
- Ability to work collaboratively and openly communicate with coworkers.
- Positive, flexible, and friendly.
- Independently driven team player.

### **Physical Activity Requirements**

- Ability to sit and type, frequently.
- Ability to bend, squat, stoop, and stand for long periods of time, regularly.
- Ability to lift up to 50 lbs., occasionally.
- Driving to and around neighborhoods where work is being performed.

### **Compensation**

Allies are paid with a \$16,000 stipend in bimonthly installments for their term of service, and are awarded a \$5,920 Education Award for successfully completing the program with 1700 hours of service.

### **How to Apply**

Email résumé and short cover letter to Michael Hawkins, Program Director, at [jobs@canopy.org](mailto:jobs@canopy.org) with the subject header, "Volunteer Coordinator". Accepting applications on a rolling basis until the position is filled. If you are selected as a candidate with Canopy, you will be asked to complete an online application with Public Allies.

### **About AmeriCorps Public Allies Program**

[Public Allies](#) is a national program under AmeriCorps that places annual cohorts of 30-40 passionate leaders committed to social justice in paid, full time positions at Bay Area nonprofits and government offices for 10 months between September and June. Our Allies work at their offices each week between Monday and Thursday, and come together as a cohort for weekly trainings on social justice and leadership development each Friday.

***Equal opportunity employer: Canopy strives to engage, celebrate, and reflect the rich diversity of the communities we serve. We value inclusion and equity in our programs, leadership, and hiring practices.***