



## **CANOPY POSITION ANNOUNCEMENT**

### **Volunteer Coordinator - Full Time**

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**

Under the direction under Canopy senior staff, the Volunteer Coordinator will be responsible for outreach and volunteer 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 Saturday, with early mornings and evenings on occasion.

#### **DUTIES AND RESPONSIBILITIES**

##### **Volunteer Engagement and Cultivation:**

- Recruit, coordinate, communicate, and retain new and existing volunteers and volunteer groups for all Canopy programs
- Foster relationships with new and existing partners and service clubs
- Seek out innovative sources for long and short term volunteer support
- Lead volunteer appreciation and retention efforts
- Develop and manage volunteer policies, procedures, and standards of volunteer service
- Conduct and/or arrange for volunteer orientation and training
- Train volunteers to use office and specialized equipment when appropriate
- Maintain volunteer position descriptions for each volunteer assignment
- Maintain the Canopy calendar of events and online sign-up forms
- Coordinate the monthly Volunteer Wire
- Maintain accurate database records of events and volunteer profiles, and enter all relevant information in Canopy's database to track volunteer engagement

##### **Outreach and Programmatic Support:**

- Support program staff with outreach for programs and events
- Assist with program collateral creation and printing
- Schedule and prepare activities for outreach events at community fairs, and the like; coordinate volunteers/board members to host tablings
- Prepare registration and hospitality materials for all events
- Serve as registration host and provide day of support at plantings and other events
- Assist with coordinating Canopy's Annual Party and Arbor Day celebrations

#### **QUALIFICATIONS AND EXPERIENCE**

- Bilingual in Spanish/English a plus
- Experience organizing and motivating volunteers from diverse communities
- Experience in sales or customer service
- Comfortable with Google Suite and Microsoft Office
- CA Drivers License and several years driving experience

### **PERSONAL CHARACTERISTICS**

- Outgoing and engaging, with outstanding interpersonal skills
- Ability to communicate effectively verbally and in writing
- Ability to prioritize and handle multiple tasks independently and as part of a team
- Highly organized, and committed to producing quality results
- Dependable and dedicated to Canopy's mission and vision
- Flexible, creative, and attentive to details
- Self-starter who can proactively and independently solve problems

### **COMPENSATION**

- \$40,000 - \$46,000 (Compensation commensurate with experience)
- Medical/dental/vision insurance, sick leave and generous vacation time
- Canopy values professional growth and opportunities for professional development

### **TO APPLY**

Email résumé and short cover letter to Ann Bilodeau, Member of the Canopy Finance and Fund Development Committees, at [jobs@canopy.org](mailto:jobs@canopy.org). Accepting applications on a rolling basis until the position is filled.

***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.***