



## **Community Outreach & Volunteer Coordinator**

### Organizational Overview

Founded in 1990, Yolo Basin Foundation is the leading community-based nonprofit organization focused on protecting, restoring and educating the public about the wetlands of the Yolo Bypass.

### Position Summary

The community outreach and volunteer coordinator is responsible for the planning, coordination and implementation of Yolo Basin Foundation's public education and volunteer programs. The Foundation has a volunteer base of over 100 individuals, ranging from weekly program volunteers to one-time event volunteers. Working in concert with other staff, the coordinator will oversee recruitment, management and retention of Foundation volunteers. The position will also coordinate a variety of community engagement programs, including public tours, Flyway Nights, the Explorer Series, and assistance with Discover the Flyway. This is a full-time position and reports to the executive director. Some weekend and evening events are required.

### Duties and Responsibilities

#### *Program Coordination*

- Manage public tour program for the Yolo Bypass Wildlife Area and the City of Davis Wetlands, including recruiting, training and scheduling volunteers
- Manage evening speaker's series, Flyway Nights, including recruiting speakers
- Working with office manager, oversee Explorers Series, Yolo Basin Foundation's field trip series
- Provide back-up teaching assistance to Discover the Flyway, YBF's K-12 environmental education school trip program

#### *Volunteer Recruitment, Training and Retention*

- Conduct outreach and recruitment activities to ensure an adequate volunteer force for the Foundation's various education and public outreach programs
- Develop and conduct twice-annual general volunteer training
- Develop and conduct program-specific trainings as needed
- Using the Foundation's volunteer database, Volunteer Impact, schedule volunteers for the Foundation's public outreach programs
- Working with the fund development coordinator, coordinate event volunteers for Bucks for Ducks, the Foundation's annual fundraising event
- Working with the office manager, coordinate event volunteers for California Duck Days, an annual wetlands festival

- Manage volunteer appreciation events, including annual volunteer potluck and year-end volunteer appreciation party
- Working with the education staff, coordinate continuing education field trips for volunteers

#### *Volunteer Database Management and Recordkeeping*

- Ensure that Volunteer Impact is kept up-to-date with volunteers' current contact information
- Track volunteer hours annually

#### *Marketing and Public Outreach*

- Write press releases for volunteer recruitment and outreach events
- Write volunteer and public event-related articles for Yolo Flyway newsletter
- Attend community outreach events

#### Qualifications

- Minimum two years of experience with volunteer coordination
- Minimum two years of experience with program coordination
- Experience coordinating events
- Must enjoy working with volunteers, donors and staff
- Proficient in MS Office (Word, Excel, and PowerPoint)
- Working knowledge of volunteer management databases
- Must have excellent organizational skills with attention to detail
- Ability to set priorities, multi-task, and meet deadlines
- Knowledge of wetlands conservation and environmental education is preferred

#### Compensation and Location

- Salary range is \$32,000 - \$38,000 with health, dental and vision benefits. Two weeks' vacation, all national holidays, and winter break.
- The Foundation office is located on the grounds of the Yolo Bypass Wildlife Area Headquarters, 45211 County Road 32B (Chiles Road), Davis.

#### Application Procedure

To apply for this position, applicants should email a cover letter, resume and three references to [mozonoff@yolobasin.org](mailto:mozonoff@yolobasin.org) by Monday, October 9, 2017. References will only be contacted if an applicant is selected for a second interview.