

## KIDWORKS COMMUNITY DEVELOPMENT CORPORATION Job

### Opportunity: Volunteer Coordinator

Job Title: Volunteer Coordinator  
Department: Volunteer  
Reports To: Volunteer Manager  
Classification: Non-Exempt / Full-Time  
Compensation: \$21 - \$24 / hour  
Benefits: Health Benefits (medical, dental, vision), 401K Plan, Vacation accrual, Paid Sick Time, and Paid Holidays.

#### ORGANIZATION

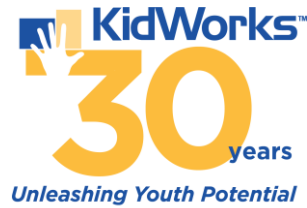
KidWorks, a well-respected community development organization located in central Santa Ana, exists to unleash youth potential. KidWorks serves over 800 children, youth, and parents every week through preschool, after-school tutoring and enrichment, leadership development, and community engagement and advocacy. To learn more visit <http://www.kidworksoc.org/ourstory/>.

#### POSITION SUMMARY

The Volunteer Coordinator plays an important role in supporting the Volunteer Department of KidWorks. This role assists the Volunteer Manager in all functions of the Volunteer Department, which includes administrative support, recruitment strategies, weekly schedules, and consistent correspondence by performing the following duties.

#### ROLES & RESPONSIBILITIES

- Coordinates and implements volunteer recruitment plan, including volunteer care and retention
- Assists with all volunteer-based special events and service projects
- Works closely with staff members to create volunteer engagement strategies and opportunities
- Works closely with program staff and other departments to ensure that volunteers have a positive experience and effectively serve KidWorks students and families
- Helps maintain volunteer-based partnerships
- Manages volunteer on-boarding and off-boarding process



- Leads volunteer orientation and training meetings
- Helps ensure volunteer goals and outcomes are tracked and successfully met
- Assists in the placement and support of volunteers, including KidWorks students and parents/guardians

## CANDIDATE PROFILE

The requirements listed below are representative of the knowledge, skills, and/or abilities required to perform the job successfully.

## EDUCATION/EXPERIENCE

Bachelor's degree (B. A.) from four-year college or university **OR** two to four years related experience and/or training; **OR** equivalent combination of education and experience.

## SKILLS/REQUIREMENTS

- Excellent writing, verbal and interpersonal skills
- Ability to interact with volunteers in a professional, positive, and diplomatic manner
- Detail oriented, ability to multitask in fast paced environment and prioritize competing demands to meet deadlines
- Highly effective, efficient, and enthusiastic self-starter with excellent time management skills and the ability to produce high-quality, high-quantity work in a high-performance team environment
- Proficient in Microsoft Office Suite (Outlook, Excel, Word, PowerPoint, Publisher)
- Bilingual in Spanish, preferred
- Must have reliable automobile for use on the job (mileage to be reimbursed). Valid CA driver license. State required automobile insurance coverage.
- Covid-19 completed vaccination

## APPLICATION PROCESS

To apply for this position, send an email to [hr@kidworksoc.org](mailto:hr@kidworksoc.org) and include a cover letter, and resume. Please write **"Volunteer Coordinator"** in the subject line. Both attachments must be received; incomplete applications will not be considered. Please forward electronic submissions only. No phone calls please. Only principal, qualified candidates will receive a response.

*KidWorks is an equal opportunity employer.*