VOLUNTEER COORDINATOR - ORANGE COUNTY SUSTAINABILITY DECATHLON JOB ANNOUNCEMENT

TITLE: Volunteer Coordinator - Orange County Sustainability Decathlon

FLSA STATUS: Non-Exempt

PAY CLASS: Part-Time, Temporary Assignment (July – October 2023)

REPORTS TO: Event Director

LOCATION: Remote/Hybrid/Costa Mesa, CA

Who is Charitable Ventures? What is the Orange County Sustainability Decathlon?

Charitable Ventures was created to make sure nonprofits are resilient, effective and empowered so they can serve their communities when they are needed most. Aiming to make our community more socially, racially and economically just, our employees guide and design strategies to effectively address those needs.

Funded by the State of California, OCSD is an exciting new competition that motivates and empowers California’s best and brightest to lead the state’s transition to 100% renewable energy. The leadership team is looking for an all-star to join their efforts and be mentored in the development of their future career. For additional information visit: https://ocsd23.com/

Job Summary/ Duties and Responsibilities

The Volunteer Coordinator will administer all aspects of OCSD's volunteer program, including recruiting, training, and supervising volunteers.

DUTIES AND RESPONSIBILITIES

- Communicates with all areas of OCSD to identify available opportunities and needs for volunteers.
- Recruits volunteer staff to fit these roles using a variety of resources and techniques.
- Gathers information about each volunteer’s skills, availability, and goals; matches volunteers with appropriate opportunities based on this data.
- Schedules, coordinates, and assigns volunteers to appropriate departments, supervisors, and/or mentors.
- Regularly communicates with volunteers to ensure placement is a good fit for individual’s skills and goals.
- Maintains files, records, applications, and other data concerning volunteer programs.
• Drafts, maintains, and publishes guidelines, best practices, and procedures for volunteer program.
• Coordinates volunteer recognition and appreciation events and activities.
• Performs other related duties as required.

What are the desired qualifications?

Education:

• High School diploma or equivalent required.

Qualifications and Requirements:

• Experience recruiting and managing volunteers for large-scale events.
• Excellent verbal and written communication skills.
• Strong leadership skills with ability to motivate and encourage others.
• Computer proficient, including MS Office suite (Word, Excel, Teams)
• Ability to work in-person during the event’s assembly, public exhibit, and disassembly periods at the OC Fair & Event Center from 9/18/2023 to 10/31/2023
• Ability to work 20-29 hours per week. This position may require overtime.

Compensation  Commensurate with experience, education, and market ($26 - $30 per hour)

Applications: Please send cover letter and resume to kristinalamb@ocsd23.com

Charitable Ventures is committed to the principle of equal employment opportunity. In all that we do, Charitable Ventures supports its clients, projects, staff and partners through our commitment to equity, economic and social justice, diversity and inclusion, and in ways that uplift our communities’ assets and potential.