



## **Sunnyvale Community Services**

Preventing Homelessness and Hunger in Our Local Community

### **Volunteer Engagement Specialist**

Reporting to the Community Engagement Manager, the Volunteer Engagement Specialist is responsible for managing all volunteer functions to assist in the delivery of the agency's programs and services. The Volunteer Engagement Specialist is responsible for full cycle volunteer management (recruitment, screening, orientation, training, recognition, and evaluation). The Volunteer Engagement Coordinator is also responsible for providing guidance, support, resources, and tools to staff who supervise volunteers. The Volunteer Engagement Coordinator will be responsible for maintaining all volunteer files, compiling program statistics, and preparing monthly program reports.

### **DUTIES & RESPONSIBILITIES**

- Develop and maintain a comprehensive recruitment, orientation, training, retention, and recognition plan for individual and group volunteers
- Manage volunteer schedules for all SCS departments
- Coordinate registration/application logistics for volunteers
- Maintain regular communication with individual and corporate volunteers
- Manage volunteer database to facilitate recruitment, retention, and reporting of volunteer activities
- In collaboration with the leadership team, assess program needs to determine ability to utilize volunteers/interns
- Establish and maintain relationships with community members and corporations for the purpose of increasing volunteer and intern participation
- Identify and coordinate volunteer education and training opportunities
- Collaborates on "best practices" for volunteer program improvements
- Performs other duties and special projects as assigned.

### **QUALIFICATIONS**

- Bachelor's degree in liberal arts, business, communications, or related area preferred.
- 2+ years of full-time work experience in a high communication, relationship building position, office administration
- Excellent interpersonal skills to interact with volunteers, staff, and clients

- Proficient in computer skills including MS office (Outlook, PowerPoint, Excel, and Word). Experience with Live Impact is a bonus
- Dedicated team orientation, interpersonal skills, judgment, and ability to work under pressure in a collaborative setting with a diverse range of people
- Ability to work collaboratively and incorporate feedback and written input from others
- Exceptional time-management, planning, and organizational skills
- Ability to work independently and collaboratively, prioritize, organize multiple projects, and meet strict deadlines
- Highly organized and detail oriented

### **PHYSICAL REQUIREMENTS**

- Often required to sit in a stationary position, and repeated use of wrists, hands, and fingers for typing, writing, and holding objects (pens, pencils, phone, etc.)
- Ability to work on your feet for most of the day during food distributions and lift 25 lbs. occasionally.

### **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@svcommunityservices.org](mailto:jobs@svcommunityservices.org). Sunnyvale Community Services is an Equal Opportunity Employer and is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients.