

Volunteer Services Specialist Volunteer

Purpose:

A Volunteer Services Specialist volunteer supports the Agency's Development Team by managing daily operations of the volunteer program, including relationship-building and database maintenance, and serving as the liaison between the Agency and community partners. Volunteering with the Development Team will also involve collaboration with Agency personnel and coordinating projects as needed.

Agency contacts:

Ashley Creese, Volunteer Services - acreese@camarin.org

Elissa Roy, Director of Development - eroy@camarin.org

Responsibilities and duties:

- Maintain, develop, and strengthen relationships with volunteers, both current and prospective, through direct communication (phone, email, and video conferencing) and outreach to individuals, community partners and organizations, and corporate and educational institutions.
- Manage and update volunteer database (Raiser's Edge NXT)
- Communicate with program department leaders and staff regarding volunteer needs for the agency volunteer program.
- Demonstrate a positive attitude and welcome a collaborative work environment.
- Adhere to Agency privacy and confidentiality standards, and code of ethics.
- Communicates with individuals in a respectful manner and responsive approach to differing beliefs and practices, sexual orientations, disability statuses, gender identities, ages, cultural preferences, linguistic needs, and other state and federal protected statuses.
- Coordinate volunteer events, service-learning activities, and projects with community groups, including recruiting additional volunteers to lead events as needed for success.
- As would enhance the program for the agency, provide feedback on strategy or process to improve efficiency.

Time commitment:

- Monday: 10 am - 3pm
- Wednesday: 10 am - 3pm
- Friday: 10 am - 3pm

Required skills and qualifications:

Skills

- Customer service experience desired
- Ability to engage with individuals in an empathetic, culturally responsible manner
- Database management (Engaging Networks, Omatic, Raiser's Edge NXT, etc.)
- Organized and detail-oriented
- Verbal and written communication skills
- Critical and analytical thinking
- Creative and innovative within a professional environment
- Working knowledge of Microsoft Office

Qualifications

- Proficient in English; and proficiency in Spanish strongly desired
- Demonstrate good judgement
- Willingness to provide a pleasant and welcoming environment
- Adapts well to a dynamic, rapidly changing environment and works effectively within a team
- Basic technological knowledge

Benefits to volunteer:

- Volunteer for Marin County's largest nonprofit social services provider
- Assist Community Action Marin with embodying a whole-family approach
- Agency laptop provided
- Make a tangible impact within the community
- Letters of reference (long-term volunteer commitments)
- Fun, inclusive, and engaging work-environment

Location:

- 555 Northgate Drive, Suite 201, San Rafael, CA 94903

Reasonable Accommodations:

This opportunity may involve physical demands (e.g. climb stairs, carrying, lifting, etc.) as the actions are essential function to the role. Reasonable accommodations may be made to enable individuals with qualifying disabilities to perform essential functions.