



Volunteer Coordinator

Title: Volunteer Coordinator

Salary: DOE

Job Type: Full-time, 40 hours/week

Location: SBWCN Wildlife Care Facility – Goleta, CA

Reports to: Executive Director

Benefits: Health insurance (\$350 monthly contribution towards group health plan), paid time off

Work authorization: United States (Required)

Position Summary

Santa Barbara Wildlife Care Network is seeking a positive, energetic, organized, and social team member to lead the organization's Volunteer Program. With an average of 300 active individuals, volunteers are the engine of the Wildlife Care Network in saving and serving our region's wildlife. The Volunteer Coordinator plays an integral role in recruiting, onboarding, training, and assisting volunteers who help the organization achieve this mission. The Volunteer Coordinator also works with the administrative team in event coordination, fundraising campaigns, and more. This position requires strong interpersonal and communication skills, positivity, creativity, and organizational skills.

Essential Duties:

Volunteers & Interns

- Conduct orientation trainings with new volunteers and interns on a regular basis and as needed in coordination with Animal Care Staff (includes training animal care volunteers, HELpline volunteers, and rescue volunteers)
- Manage volunteer scheduling to ensure appropriate coverage for each shift throughout the week, including assigning volunteers to a department or to various projects relating to animal care
- Coordinate with Animal Care Staff to ensure the efficient use of volunteers and proper training for staff to work with volunteers

- Have a clear understanding of the volunteer network by collecting information on availabilities and skills in Volgistics
- Create Volunteer Training Materials (forms, handbooks, protocols, videos, and virtual modules)
- Communicate clearly and regularly with volunteers and interns via email, phone, and in-person
- Schedule daily wildlife transports between the SBWCN facility and other locations, including release sites and other partner facilities in the Southern California area.
- Utilize Mailchimp to send the bi-weekly volunteer e-newsletter with relevant updates
- Respond to Wildlife HELpline calls (as needed)
- Engage in personnel and HR tasks as they relate to volunteers and interns (such as onboarding paperwork and evaluating performance of volunteers).
- Source and recruit volunteers through various techniques (newsletters, databases, forums, e-mail, social media, etc.)
- Maintain a positive attitude with volunteers, staff, and the public
- On-board, supervise, and coordinate student interns

Admin & Fundraising

- Participate in weekly Management team meetings
- Apply to grants for SBWCN internships (animal care interns, management interns, etc.)
- Assist in events related to community outreach and volunteer recruitment
- Coordinate volunteer appreciation events and creatively facilitate volunteer appreciation on a regular basis
- Assist in fundraising campaigns, creation/editing of printed materials
- Record keeping and data management: Volgistics, Kindful, Google Drive, and WRMD

Mandatory Qualifications:

- Understanding of and dedication to fulfilling SBWCN's mission and ethics
- Minimum 3 years experience in volunteer coordination and management for a non-profit
- Experience in managing volunteer database - Volgistics or similar
- Excellent understanding of Microsoft Office and Google Suite
- Experience with email marketing software - Mailchimp or similar
- Knowledge of donor database software - Kindful or similar
- Must have excellent organization, time management, and team management skills
- Possess a strong personal work ethic, positive attitude, superior public relations skills, and have a high level of integrity
- Must have reliable internet and phone service
- Must have reliable transportation, a valid driver's license, and a clean driving record
- Must be able to work from the Santa Barbara Wildlife Care Network's Center, located at 1460 North Fairview Ave in Goleta.

To apply: please send 1) cover letter, 2) resume, and 3) 3 references to Ariana Katovich (Executive Director) at ariana@sbwcn.org.