



### **Job Description: Volunteer Coordinator / Office Manager**

The Volunteer Coordinator/Office Manager plays a key support role within the organization by managing the volunteer recruitment, screening and placement process, and the day to day operations of the office. The Volunteer Coordinator/Office Manager provides support to allow the Executive Director to focus on programming and development. This is a salaried, part-time 25 hours/week, nonexempt position includes all observance of school district holidays. Monthly compensation is \$2,170. Primarily working with the schools of the Pacifica School District and Jefferson Union High School Districts. Contact Pacifica School Volunteers: [psv.director@pacificasd.org](mailto:psv.director@pacificasd.org)

### **Responsibilities include (but are not limited to):**

#### **Volunteer Management:**

- Screen, train and place adult, college and high school volunteers to assist students and teachers in classrooms and after-school settings
- Recruit and place volunteers for specialized programs such as Read Aloud Days, Summer school classes, Oceana High School Senior Exhibition and ThinkBridge Summer Camp
- Help manage summer camp programs and volunteers
- Provide regular and on-going communication with current volunteers and teachers to ensure satisfaction and provide necessary support
- Maintain volunteer database and electronic files; ensure compliance with State and District regulations (TB testing, fingerprints and Covid vaccination clearance).
- Assist with volunteer evaluation process
- Prepare and distribute volunteer support materials (handbook, calendars, etc.)

#### **Financial Reporting:**

- Prepare payment of monthly bill

#### **Fundraising Support:**

- Assist in preparation and compilation of volunteer data for grant proposals and reports
- Assist in preparation of annual appeal and other bulk mailings.
- Assist in planning and hosting fundraising events including 25<sup>th</sup> Anniversary celebration
- Over-site of agency website, social media platforms, marketing and promotional materials

**Administrative Support:**

- Update, refine and maintain database, using Filemaker Pro. Windows and Google literacy
- Organize and maintain physical and electronic files
- Monitor and maintain office supplies
- Assist in email and phone communications with parents, volunteers, and various school sites
- Support re-organization of administrative and electronic operations of the agency
- Other general clerical and administrative tasks as requested

**Qualifications:**

- Bachelor's degree or equivalent work experience
- Demonstrate good communication and interpersonal skills
- High experience levels with time management, volunteer management and organizational skills
- Operation fluency in Word, Excel, data bases, Powerpoint
- Commitment to mission of Pacifica School Volunteers and Pacifica School District
- Experience with presentation trainings and workshops
- Availability on occasion to work flexible hours for special events and meetings
- Ability to motivate and encourage volunteers
- Successfully pass fingerprinting and background security checks
- Fulfill Covid vaccination and safety plan protocol requirements

Pacifica School Volunteers (PSV) is a non-profit organization and works collaboratively with the schools in the Pacifica School District to provide volunteers to work one-to-one and in small groups to help students reach success in school. We are celebrating 25 years of service to the public school students of Pacifica, CA. PSV also provides volunteers for Pacifica community events including Read Aloud Days, Earth Day Veggie Chili Fest and Oceana High School's Senior Exhibition Program. During the summer, we offer Think Bridge Camp at Vallemar School and focus on children's enjoyment of creativity and discovery.

**Contact Information:**

Pacifica School Volunteers 830 Rosita Road, Pacifica, CA 94044

Email: [psv.director@pacificasd.org](mailto:psv.director@pacificasd.org)

**For a job application for this position, go to:**

URL: [pacificaschoolvolunteers.org](http://pacificaschoolvolunteers.org)