



YouthSERVE Program Coordinator Volunteer Center of Santa Cruz

General Descriptions: The YouthSERVE coordinator is responsible for planning, implementing and supervising programs that expand opportunities for young people to engage in volunteerism and leadership and to actively participate in our community. Selected Candidate will work under supervision of Volunteer Engagement Director.

Functions and Duties

- Coordinate activities, trainings and recruitment for goLEAD, fostering youth leadership and empowerment in the program and collaborate effectively with program partners.
- Supervise volunteers and interns to promote youth volunteerism in schools and the community, to plan group service projects and to refer young people to appropriate volunteer placements and projects.
- Fundraise for program through grant writing, annual direct mail campaign and annual Human Race Walkathon. Research new funding sources to build a sustainable funding base for YouthSERVE.
- Coordinate ongoing volunteer projects at schools and community sites (Reading Buddies and Senior Tech Days).
- Coordinate graffiti paint-outs with volunteer groups six times each year.
- Coordinate the YouthSERVE Summer Institute: recruit and train 30 teens for the program.
- Provide staff coordination to the YouthSERVE Advisory Team, which sets direction for the program and assists with fundraising, program development and evaluation.
- Promote youth service and youth empowerment through participation in community collaborations, public speaking and training development.
- Provide training to agencies on how to successfully work with youth volunteers.
- Update the YouthSERVE portion of the Volunteer Center website and the *Summer Youth Volunteer Guide*. This includes developing and maintaining youth service opportunities in community based organization through networking, on-site meetings and other methods to insure that young people have a choice of appropriate and fulfilling volunteer placements.
- Work with teens, staff and interns to motivate young people to become involved in YouthSERVE programs by doing classroom presentations, creating social media content and other appropriate outreach.
- Coordinate recognition for participating youth.

- Prepare reports to funding sources as required, as well as timely and accurate quarterly reports for the Volunteer Center.
- Oversee data management to keep track of volunteer hours and activities, mailing lists, donor activity, agency outreach, etc.
- Monitor program expenditures according to budget.
- Other duties as assigned.

Qualifications

- Must have a Bachelors degree and two years of relevant experience, or five years of relevant experience working in a position of a similar nature.
- Strong organizational and leadership skills.
- Computer skills in Microsoft Office and database management.
- Excellent oral and written communication skills.
- Ability to work well with diverse groups-young people, teachers, parents, school administrators, community based organizations, government officials, and policymakers.
- Must pass background check
- Car and valid drivers license.

Plus Factors

- Knowledge of community in terms of youth issues and volunteer opportunities.
- Bilingual/bicultural in English/Spanish
- Experience using Wordpress, Salesforce and Vertical Response.

Conditions of Employment

This position is eligible for health insurance, sick leave, 10 holidays and paid vacation. Starting wage range is \$16.66 to \$18.02 per hour, depending on experience. The position is budgeted for 32 hours per week.

All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, ancestry, physical handicap or disability, medical condition, marital status, gender, sexual preference, age, veteran status, or any other non-merit factor unrelated to job duties.

Equal Employment opportunity/Affirmative Action Employer