



Child Care Coordinating Council, Inc of San Mateo County

JOB DESCRIPTION

Title: Volunteer Coordinator
Reports To: Program Manager- Resource & Referral
Department: Community Programs
Classification: Non-Exempt (Temporary with potential to become Permanent)
Hours: 40 hrs/week, 8:30AM to 5:00PM Mon-Fri, (with some evening and weekend hours, as needed)

PRINCIPAL RESPONSIBILITIES:

This position is responsible for project coordination of the organization's Service Corps Program and serves as the liaison in the community, providing education about 4Cs programs and increasing the visibility of the agency overall.

AmeriCorps Volunteer Program:

- Ensure AmeriCorps members meet their professional development requirements through a combination of group and individual training opportunities.
- Meet all AmeriCorps program requirements.
- Provide Training and provide on-going support to AmeriCorps members and volunteers.
- Provide training and on-going support to AmeriCorps service sites.

Administrative:

- Ensure all Service Corps members complete appropriate program documents.
- Maintain files for each Service Corps member and provide state oversight agency with all necessary documentation.
- Review member timesheets for accurate time codes and monitor service hours.
- Confirm data entry by all Service Corps members monthly in the program database. Assist supervisor with data collection and reporting requirements.
- Support members in meeting volunteer recruitment requirements.
- Complete program reports as directed.

Outreach:

- Continuously explore and develop new ways to increase community awareness.
- Outreach to human resource departments, doctor's offices, realtors, etc. to create distribution pathways for resource information.
- Research and attend community outreach events to increase awareness of 4Cs and its services.
- Establish relationships and act as liaison with Mother's Clubs, parent teacher organizations, etc.
- Maintain files and/or documentation on all volunteers and program data.
- Complete program reports as directed.
- Other miscellaneous duties as assigned.

Overall:

- Foster collaborative efforts within the department and enthusiastically carry out overall agency goals and mission; Provide excellent customer service; Follow the 4Cs employment handbook. Other miscellaneous duties as assigned

RELATIONSHIPS:

- Maintain open communication with Program Manager and 4Cs staff
- Develop and maintain strong relationships with all Service Corps members, service site supervisors, and state oversight agency staff
- Share information, collaborate, and coordinate activities with other 4Cs staff
- Represent 4Cs in community meetings and events
- Maintain confidentiality related to 4Cs services and internal operations



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- Works closely with Development Specialist in implementing organization's Marketing and Communications Plan.

NUMBER OF EMPLOYEES SUPERVISED:

Directly: 0 Indirectly: 0

MINIMUM QUALIFICATIONS:

- BA degree or equivalent experience in ECE, Human Services, Social Services or other related field.
- 1-2 years of experience in a related social service, child development, or customer service related field.
- Effective oral and written communication skills.
- Proficiency with MS programs such as Word, Excel, Outlook, PowerPoint
- Experience using Social Media (Facebook and Twitter)
- Excellent organizational skills and attention to details and deadlines.
- Ability to manage own workload and prioritize multiple tasks.
- Training experience.
- Demonstrated ability to work in a diverse population.

SPECIAL QUALIFICATIONS:

- Knowledge of AmeriCorps Service
- Knowledge of national service programs.
- Knowledge of San Mateo County community resources.
- Bilingual (English/Spanish)

SOME OF THE ESSENTIAL PHYSICAL REQUIREMENTS:

- Typing on a computer and use of a mouse 60% of the time
- Sitting at a desk 60% of the time
- Talking on the telephone
- Filing
- Lifting boxes up to 20 pounds

DELIVERABLES:

- Implement an effective Service Corps program that operates within compliance of the program rules and regulations.
- Develop and maintain a program that provides high satisfaction to both Service Corps members and service sites.
- 90% Service Corps enrollment and retention
- Full Service Corps participation in national service day projects.
- Effective quarterly site supervisor meetings.
- Accurate and complete documentation of member activity.
- Work closely with Development Specialist in executing agency's outreach strategy

TO APPLY: Please send Cover Letter and Resume to:

Jessica Avendano-Program Manager
Sobrato Center for Non-Profits
Child Care Coordinating Council (4Cs)
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Redwood City, CA 94065
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