

## **The Painted Turtle Volunteer Coordinator**

The Painted Turtle is currently seeking a year-round Volunteer Coordinator (VC). The VC should be a team-player but also someone that can work independently. They must be well-organized, creative, able to multi-task, work in a high-pace environment, and able to manage a high volume of correspondence. The VC is an ambassador of The Painted Turtle, must be enthusiastic, flexible, people-oriented, and have the ability to work with a variety of personalities. The VC's primary responsibilities include recruiting, screening, interviewing, processing, training, and evaluating approximately 600 camp program volunteers per year. The VC is responsible for staffing all sessions at The Painted Turtle with quality volunteers and ensuring these volunteers are well informed and welcomed onto The Painted Turtle team.

The Painted Turtle has an office in Santa Monica and camp facility in Lake Hughes. It is preferred that this individual will live onsite while camp is "in session" during the summer and select weekends. Specifics of working and living arrangements to be discussed, accommodations are provided in Lake Hughes.

The ideal candidate is a highly motivated team player with the ability to work autonomously, be adaptable, and possess strong organizational, interpersonal, and communication skills.

### **QUALIFICATIONS:**

- Bachelor's degree (B.A.) from four-year college or university and two years related experience and/or training; or equivalent combination of education and experience.
- Strong written and verbal communication skills.
- Relevant experience in customer service, client services, or management.
- Knowledge of Microsoft Word and Excel software application.
- Must have enthusiasm and flexibility.
- Must have ability to work with a variety of personalities.
- Must have strong skills in conflict resolution.
- Must have ability to work well as a part of a team.
- Proficiency in Spanish a plus

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Interviewing, screening, training, supervising, and evaluating approximately 600 volunteers per year. Ensures that all program session volunteer positions are fully staffed, including summer camp, family weekends, day programs, and other events.
- Manages operational tasks involved with volunteer coordination which includes ensuring that all required paperwork, medical requirements, background checks, and references are completed for volunteers.



- Creates and conducts orientations for new and returning volunteers including orientation manuals and materials prior to participation and while at camp and assigns volunteers to various positions at camp.
- Coordinates logistics and conducts on-site management of volunteers including arranging transportation to and from camp, volunteer housing, and volunteer assignments.
- Supervises volunteers on-site including awareness of volunteer performance, conducting regular check-ins, evaluating volunteers, and reporting concerns to the appropriate staff as necessary.
- Updates and maintains volunteer database. Responsible for completing all necessary volunteer reports.
- Supports and assists in volunteer stewardship, appreciation, and recruitment as assigned.
- Manages a high volume of correspondence.
- Completes necessary duties as a member of camp administrative and program team.

To apply, please send cover letter and resume to: [hr@thepaintedturtle.org](mailto:hr@thepaintedturtle.org)

Preferred start date as soon as possible. Applications will be reviewed on an ongoing basis. Interested applicants are encouraged to apply as soon as possible.

**OUR CORE VALUES:** Community, Trust, Courage, Heart, Vision, Compassion, Joy

The Painted Turtle **community** evokes positive and impactful change through a **trust** that holds us accountable to the graceful understanding represented by our **compassion**. The **courage** to stand up for our **vision** is at the **heart** of our intentional leadership; and so we are **joyful** in each and every present moment.

The Painted Turtle is an Equal Opportunity Employer and does not discriminate against any employee or applicant for employment because of race, color, sex, age, national origin, religion, sexual orientation, gender identity and/or expression, veteran status, disability status, or any other federal, state or local protected class. We encourage applicants from a wide variety of identities and experiences to apply.

For more information on The Painted Turtle, please visit our website at [www.thepaintedturtle.org](http://www.thepaintedturtle.org).