

Program Resource Coordinator

Job description

Major youth serving organization in the Bay Area is seeking talented individuals who are passionate about coordinating resources for our volunteer leaders. Our Program Resource coordinators ensure that the program remains safe, standardized, and significant to the young people and family participants.

The strongest candidates will possess servant-leadership qualities, the ability to work a flexible schedule (including nights and weekends), and a desire to enrich the lives of members of our community.

Our Program Resource coordinators do the following in their positions:

- Work with high-level volunteers to ensure that youth programs are healthy and vibrant
- Provide guidance and leadership to annual youth membership recruiting campaigns
- Champion the annual membership renewal process for youth programs
- Visit camp locations
- Help develop adult recruitment plans
- Encourage participation in year-round outdoor events
- Work closely with District Volunteer Leadership to advance the goals of the district including membership drives, fundraising and program/activities

Our top candidates will possess the following skills and traits:

- Compelling Communication
- Planning and Organizing
- Continuous Improvement
- Inspirational Leadership
- Volunteer Recruitment

Minimum Qualifications:

- Bachelor's degree or equivalent work experience

Salary and Benefits Information: Salary is dependent on background and includes a competitive benefits package including major medical insurance, prescription coverage, dental, vision, life insurance, long-term disability, a matching 403(b) retirement plan, plus reimbursement for authorized and approved business expenses. We also offer generous vacation policy and holiday observances.