



City of Pacific Grove – City Volunteer Program
300 Forest Avenue
Pacific Grove, CA 93950

JOB DESCRIPTION: Volunteer Coordinator

Department	City Manager's Office
Purpose	The Volunteer Coordinator will work alongside the City's Housing and Volunteer Programs Coordinator to provide supervision, direction, coordination and consultation for all volunteer functions within the City of Pacific Grove to: Strengthen public or departmental programs and involve a community of supporters as described in the duties outlined below:
Duties	<ul style="list-style-type: none">• Develop, promote, and maintain a wide range of volunteer opportunities within the City of Pacific Grove.• Recruit, interview and place applicants for volunteer work.• Provide ongoing support and guidance for volunteers• Create and distribute various communications and publications.• Identify community outreach opportunities such as fairs, festivals, local markets and organizations.
Qualifications/Skills	To be successful, an individual must be able to perform each job duty satisfactorily. <ul style="list-style-type: none">• Have job-related experience, managing volunteer programs, leading teams and/or organizations.• Knowledge of management principles and evaluation techniques related to programs that involve a cadre of volunteers.• Proficient in basic computer applications, such as word processing, spreadsheets, and internet usage.• Record keeping skills.• Organization and planning skills.
Length of Assignment	Minimum of 6 months
Time Commitment	Minimum of 8 hours per month
Supervisor	Housing & Volunteer Coordinator

To apply for this volunteer position, please contact:
Volunteer Program Coordinator
pgvolunteers@ci.pg.ca.us
831-648-3109 (Voice Mail)