

RANCHO LOS ALAMITOS HISTORIC RANCH & GARDENS

6400 EAST BIXBY HILL ROAD, LONG BEACH, CALIFORNIA 90815 --- 562.431.3541

www.RanchoLosAlamitos.org

The Rancho Los Alamitos Foundation seeks an energetic **Volunteer Coordinator** to support volunteers in fulfilling its mission to inspire a sense of community by educating and engaging our visitors with our rich history, compelling stories, and authentic connections to California's past. Volunteers are integral to this mission, serving in areas ranging from gardening, community outreach, and collections care to guiding tours, leading school field trips, and engaging the public. The Volunteer Coordinator will join a creative and collaborative team to shape a volunteer program that includes over 150 dedicated community members. This is a fantastic opportunity for an individual seeking rewarding part-time employment with a flexible schedule.

Rancho Los Alamitos Historic Ranch & Gardens reflects and invites exploration of the interaction between people and place, culture and environment, past and present to create a greater understanding of the evolution of Southern California and its place today's world. The 7.5-acre historic site comprises a ranch house (constructed c. 1800-1933), nationally significant gardens, a barnyard area, visitor center, and research archive. The site has been continuously occupied for more than 1,500 years, beginning with the indigenous Tongva people, and the history of the site, as well as the lives of its varied owners and occupants, make it a fitting metaphor for the Southern California experience. The Rancho Los Alamitos Foundation operates Rancho Los Alamitos Historic Ranch & Gardens in a public-private partnership with the City of Long Beach.

VOLUNTEER COORDINATOR

Classification: Part-Time (20 hours/week), Non-Exempt Position reports to the Manager of Education & Public Engagement.

Compensation: \$20/hour. Benefits include paid holidays, sick days, and participation in the Foundation's retirement plan.

JOB SUMMARY:

The Volunteer Coordinator connects volunteers with meaningful service opportunities at Rancho Los Alamitos and ensures they have the orientation, training, and direction to succeed. The Coordinator recruits and organizes the Rancho's volunteers, providing scheduling and record-keeping for all volunteer functions. The site's volunteers are directly supervised by various members of the staff who provide additional, specialized training, depending on the volunteer assignment. The Volunteer Coordinator collaborates with the staff to meet their volunteer needs.

Duties and Responsibilities Include:

- Lead volunteer recruitment efforts and suggest placement for volunteer applicants.
- Facilitate and coordinate volunteer orientation and training sessions. Ensure that all volunteers know and understand Rancho Los Alamitos' mission.
- Create and maintain volunteer records, including an up-to-date volunteer roster, volunteer job descriptions, and accounting of volunteer service hours. Provide accurate and timely statistical and activity reports on volunteer engagement at the Rancho.

- Collaborate with staff to schedule volunteers for public events and programs, VIP and donor cultivation events, and off-site activities. Provide support, coordination, and supervision of volunteers during events.
- Join monthly Volunteer Service Council (VSC) Steering Committee meetings, providing advice and direction to the Steering Committee.
- Assist the Steering Committee in planning bimonthly Volunteer Service Council general meetings. Attend bimonthly VSC general meetings.
- Plan the annual volunteer appreciation event. Organize and participate in volunteer recognition activities.
- Design, produce, and distribute the volunteer newsletter.
- Develop and manage volunteer policies, procedures, and standards of volunteer service in collaboration with senior staff and the VSC. Evaluate the volunteer program to ensure its effectiveness; implement changes as appropriate.
- Provide support and guidance for volunteers, including the resolution of conflicts and grievances, performance evaluations, and adherence to policies and procedures.
- Other duties as assigned; some weekend and evening work required.

Requirements:

- A minimum of three (3) years employment or equivalent experience recruiting, training, and coordinating volunteers. Experience in the nonprofit environment desirable.
- Excellent leadership and interpersonal skills, including diplomacy.
- Demonstrated ability to communicate effectively orally and in writing.
- Strong commitment to diversity, equity, and inclusion.
- Knowledge of management principles and evaluation techniques appropriate to volunteer organizations.
- Ability to manage multiple tasks and prioritize effectively.
- Highly developed organizational skills with a strong attention to detail.
- Team-oriented, collaborative work ethic.
- Ability to handle sensitive and confidential information with discretion.
- Proficiency with email communication and Microsoft applications.
- Knowledge or interest in local, regional, and California history and culture.
- Ability to work a regular schedule and flexible evening and weekend hours as needed.
- High school graduate or GED required; AA or BA preferred.

Working Conditions:

Position requires periods of standing, walking, and/or sitting. May occasionally need to lift and carry up to 25 pounds, push and pull up to 40 pounds with the assistance of a cart, operate office equipment, open and close filing cabinets and boxes, and observe visitors. Evening, weekend, and holiday work may be required as necessary.

The Rancho is a diverse organization with a small staff and many activities; all staff members must be versatile and cooperative in carrying out a variety of responsibilities and duties as assigned.

TO APPLY: Email a cover letter and resume including contact information for two professional references to katie@RanchoLosAlamitos.org with the position title in the subject line. Please do not telephone or drop in without an appointment. Visiting and familiarizing oneself with the site before applying, however, is encouraged.