RANCHO CIELO
Building Skills, Transforming Lives.

Job Title: Volunteer & Special Events Coordinator

ABOUT RANCHO CIELO

Rancho Cielo is a non-profit organization dedicated to transforming the lives of underserved and at-risk youth by providing education, vocational training, counseling, and life skills development. In partnership with John Muir Charter School, we support students in earning their high school diploma while preparing them for success in their careers and lives.

POSITION SUMMARY

The Volunteer & Special Events Coordinator is responsible for leading Rancho Cielo's volunteer engagement efforts and coordinating fundraising, community engagement, and donor stewardship events. This position recruits, places, trains, supports, and recognizes volunteers while also overseeing event planning, logistics, committees, vendors, registration, and day-of execution. Working collaboratively with staff, donors, sponsors, volunteers, businesses, and community partners, the Coordinator helps create meaningful volunteer experiences and successful events that advance Rancho Cielo's mission and fundraising goals.

EMPLOYMENT CLASSIFICATION: Non-exempt, Full-Time

Schedule: Regular schedule to be determined; occasional evening and weekend work is required to support events and volunteer activities.

PAY RANGE: $31.25 - $38.50 per hour. Starting pay will be determined based on relevant experience and qualifications.

SUPERVISION RECEIVED AND EXERCISED

- Reports to the Director of Philanthropy.
- Provides direction and support to volunteers as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Volunteer Engagement & Administration

- Collaborate with the Director of Philanthropy, program staff, and administration to identify current and future volunteer needs.
- Recruit volunteers by building relationships with businesses, industry groups, service organizations, volunteer centers, educational institutions, and community partners.
- Interview prospective volunteers to identify their skills, interests, availability, and appropriate placement opportunities.

- Coordinate with HR regarding required volunteer screening and background checks and state-mandated reporter training.
- Maintain accurate and current volunteer records, skills, placements, and hours in the organization's CRM.
- Identify meaningful volunteer opportunities throughout Rancho Cielo and match volunteers with appropriate assignments.
- Develop and maintain written descriptions of volunteer assignments and expectations.
- Onboard, orient, and train volunteers.
- Monitor volunteer placements and make adjustments as needed to ensure successful experiences for volunteers and staff.
- Evaluate volunteer participation and experience through surveys, feedback, and other appropriate methods.
- Manage volunteer timesheets and hour tracking and prepare annual reports regarding volunteer participation and total hours contributed.
- Develop and implement volunteer recognition efforts throughout the year, including an annual Volunteer Recognition Day.
- Collaborate with the Marketing Team on volunteer recruitment and engagement campaigns.
- Partner with programming and academic teams to support service-learning opportunities.
- Identify opportunities for continued engagement, including philanthropic support when appropriate.

Special Events Planning & Execution

- Plan and execute Rancho Cielo's fundraising, donor stewardship, volunteer, and community engagement events.
- Coordinate and support special events and fundraising activities, including Rancho Cielo's signature events such as the Annual Culinary Round Up (CRU) and Veggie Box Fundraisers.
- Develop event plans and strategies that support fundraising goals and organizational objectives.
- In partnership with the Annual Gifts Manager, support the cultivation, stewardship, and retention of event sponsors.
- Coordinate sponsor communications, sponsorship agreements, benefit fulfillment, and event-related recognition.
- Track sponsorship commitments, monitor outstanding sponsor responses, and follow up on required documentation, payments, and deliverables.
- Maintain accurate sponsorship records and provide regular updates regarding sponsor status and event revenue tracking.
- Assist with sponsor acknowledgment activities and post-event stewardship to help foster long-term donor and sponsor engagement.
- Develop and manage event timelines, budgets, task lists, and post-event evaluations.
- Coordinate event logistics, including venues, catering, audiovisual needs, equipment, vendors, and other event services.
- Ensure appropriate permits, insurance, safety protocols, and other event-related requirements are addressed.

- Work with the Marketing Team to promote events across appropriate communication channels.
- Collaborate with development staff to support sponsor recognition, stewardship, and fulfillment of sponsorship benefits.
- Recruit event committee members, serve as the primary staff liaison throughout the planning process, and support volunteer committee leaders by coordinating meeting materials, communications, and even planning activities.
- Manage event-related correspondence, including invitations, confirmations, reminders, and follow-up communications.
- Coordinate volunteer staffing for events, including determining needs, recruitment, placement, instructions, scheduling, and day-of support.

QUALIFICATIONS AND REQUIREMENTS:

- Strong organizational, planning, project management, and time management skills, with close attention to detail.
- Excellent interpersonal, verbal, and written communication skills.
- Experienced with volunteer, donor, community, or event engagement.
- Ability to manage multiple priorities, anticipate needs, and adapt to changing circumstances.
- Self-directed, collaborative, and comfortable working across departments and with diverse community stakeholders.
- Creative problem-solving and strategic thinking skills.
- Proficient in Microsoft Office and comfort using CRM systems and other computer/internet applications.

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that provides the required knowledge and abilities qualifies. A typical way to obtain these qualifications would be:

- Bachelor's degree and 2 years of relevant experience; or
- Associate degree and 4 years of relevant experience; or
- High School Diploma and 8 years of relevant experience.

ADDITIONAL REQUIREMENTS:

- Valid driver's license and reliable transportation for off-site meetings, events, and volunteer activities.
- Availability for occasional evening and weekend assignments.
- Ability to lift and carry event or volunteer materials weighing up to 25 pounds.

WORK ENVIRONMENT & PHYSICAL REQUIREMENTS:

This role includes office- and campus-based work as well as periodic travel to event sites, partner locations, and community activities. Work may occur indoors and outdoors, including on uneven terrain and in varying weather conditions. The employee regularly uses a computer and standard office equipment and may be required to sit, stand, walk, speak, hear, reach, bend, stoop, and perform repetitive hand movements. Events and volunteer activities may require standing, walking, or remaining active for extended periods. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

EQUAL OPPORTUNITY

Rancho Cielo is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

HOW TO APPLY

To apply, email your résumé to **squintero@ranchocieloyc.org** OR apply through Indeed.com: https://ranchocielo.bamboohr.com/careers/108.

THE ABOVE DECLARATIONS ARE NOT INTENDED TO BE AN "ALL-INCLUSIVE" LIST OF DUTIES AND RESPONSIBILITIES OF THE JOB DESCRIBED OR OF THE SKILLS AND ABILITIES REQUIRED TO PERFORM THE JOB. RATHER, THEY ARE INTENDED ONLY TO DESCRIBE THE GENERAL REQUIREMENTS OF THE JOB.

Name (Employee): _____ **Date:** _____

Signature (Employee): _____ **Date:** _____