



Santa Clara County Open Space Authority

JOB ANNOUNCEMENT

Volunteer and Outreach Coordinator

\$26.56 - \$34.09 Hourly + 7% Agency-paid PERS

Closing Date: Open Until Filled

Official Authority Application & Current DMV Record Required

THE POSITION

The Santa Clara County Open Space Authority is seeking a full-time Volunteer and Outreach Coordinator to organize, coordinate and manage the agency's volunteer program and outreach and event schedule.

The Volunteer and Outreach Coordinator facilitates the Open Space Authority's growing community engagement efforts by providing trained, enthusiastic volunteers in the areas of community outreach, interpretive programs, resource management, administration, and special events. The Volunteer and Outreach Coordinator works closely with other OSA staff members in charge of programs that require the use of volunteers. Other responsibilities include scheduling and coordination of OSA outreach events and opportunities, preparation of relevant web site content, preparing and managing program budgets.

KNOWLEDGE AND ABILITIES

The Volunteer and Outreach Coordinator must have and display strong communication skills; Must have the ability to work with minimal direction and to use independent judgment with the resourcefulness to make sound decisions, give meticulous attention to detail, multitask and handle multiple priorities; Must have the ability to create programming, recruit and motivate volunteers; Must be organized and efficient; Must have experience using Microsoft Office Suite programs, understanding of database systems and the ability to use the internet effectively for research, promotion, recruitment and other tasks.

EDUCATION – Typically, a candidate would possess a minimum of 2 years of college coursework with an emphasis on program management or a related field and a minimum of 3 years of experience in supervision and management of volunteer programs. Public agency experience is a plus.

LICENSE – Possession of a valid California Driver's License, have a satisfactory driving record and be insurable.

WORKING CONDITIONS – Work is primarily in the office with occasional outdoor work at outreach and special events. Must have the ability to lift 45 pounds and may be required to work occasional evenings, weekends and holidays.

THE AGENCY

The Santa Clara County Open Space Authority is a small, independent special district in Santa Clara County. Its purpose is to acquire, preserve and protect open space land for the use and enjoyment of the public, as well as to assist in the enhancement of natural areas in local parks.

SALARY AND BENEFITS

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| ✓ INSURANCE
100% EMPLOYER-PAID family
Medical, Dental & Vision | ✓ LEAVE TIME
12 days vacation
10 days sick leave
3 days of personal leave | ✓ RETIREMENT
Enrollment in PERS 2% @ 55 with 7%
employee contribution paid by the
Authority |
| ✓ PAID Life Insurance | ✓ Tuition Reimbursement | ✓ 457 (k) Deferred Compensation Plan |
| ✓ PAID Long Term Disability | ✓ Employee Assistance Program | |

HOW TO APPLY – **Official Authority Application and Current DMV Record are required.** Please do not substitute a resume for the information requested on the application. Send applications to: Santa Clara County Open Space Authority, VOC Recruitment, 6980 Santa Teresa Blvd #100, San Jose, CA 95119. Applications may be obtained on the website at www.openspaceauthority.org, by contacting the Authority at (408) 224-7476 or via email at info@openspaceauthority.org.

Posted March 3, 2010

The Santa Clara County Open Space Authority is an Equal Opportunity Employer.
Applicants with disabilities may request reasonable accommodation by contacting the Open Space Authority.