



# Volunteer Program Coordinator

Applications Due: 2/4/2026 at 5:00 PM

Posted on 1/13/2026

Apply Here: <https://bit.ly/4qRNsdW>

The Santa Clara Valley Open Space Authority seeks a Volunteer Program Coordinator to support the planning and delivery of volunteer activities in the Authority's Community Outreach and Land Steward programs. This role also works to recruit and train new volunteers.

Our mission is to conserve the natural environment, support agriculture, and connect people to nature by protecting open spaces, natural areas, and working farms and ranches for future generations. Since 1993 the Open Space Authority has protected almost 30,000 acres of natural and working lands across the Santa Clara Valley. Our agency manages and conserves a network of open space lands and natural resources, while providing compatible opportunities for hiking, biking, and equestrian uses, with a focus on increasing equity of access to the outdoors for all our constituents.

We know our continued success depends on our employees and the work they do. We are committed to providing a collaborative and inclusive work environment that encourages growth and development; and acknowledges individual and team achievements.

## **The Ideal Candidate**

You are a committed and enthusiastic volunteer professional who thoroughly enjoys people and building relationships with the public to inspire their connection to nature through volunteer engagement and service. You come to the Volunteer Program Coordinator role ready to provide logistical and facilitative support for our Land Steward and Community Outreach and other programs. Additionally, you will leverage your capacity to ensure our volunteer recruitment and trainings continue their success. You are flexible, compassionate and have a supportive attitude, with the ability to adapt to changing circumstances.

This position requires a demonstrated ability to effectively communicate and collaborate with volunteers, members of the public, and staff from diverse backgrounds and abilities. You are excited to interact with all individuals and engage them in the mission of the Authority. With experience presenting to groups, you will be able to confidently deliver effective training and instructions to volunteer audiences.

You have the confidence to work independently and as a team player and will bring that same confidence to your work as you represent the Authority in the community, at events and through volunteer recruitment efforts. The Authority has a robust pool of dedicated volunteers, as a natural 'people person' you will successfully build and maintain relationships with the volunteers to understand what brings them to the Authority and how to create meaningful opportunities for their continued support and engagement.

At your core, you possess excellent organizational skills that allow you to track multiple initiatives and events to ensure that each is successful in achieving its goals. You are process oriented and look to ensure that the Authority's volunteers consistently have the information they need, when they need it. You will use those skills to plan for assigned volunteer programs and maintain event statistics and databases.

## **Shift Details**

The regular schedule for the Volunteer Program Coordinator is 40 hours per week, Tuesday through Saturday. There may be occasions where a Sunday is required as well, in which case the weekly schedule will flex to accommodate that need. Evenings may be required as well.

## **Qualifications**

The ideal candidate will possess any combination of training and experience that would provide the required

knowledge, skills, and abilities. A typical way to obtain the required qualifications would be:

- The completion of the twelfth (12<sup>th</sup>) grade, with college level coursework in natural science, cultural history, or related fields;
- Passion for the Authority's mission and working with dedicated volunteers;
- Proficiency in MS Word, Excel, Outlook, and PowerPoint, with the ability to learn new software;
- Excellent customer service and public speaking skills;
- Ability to work a flexible schedule including nights and weekends;
- Possession of, or ability to obtain, a valid California Driver's License by time of appointment;
- This position requires the willingness and ability to work outdoors in rugged terrain, walking over rough, hilly, uneven or unpaved ground and with exposure to natural elements;
- Must possess the ability to lift and carry materials weighing up to 50 pounds;

Note: This position is required to take and pass a pre-employment background check.

If you are excited by the opportunities and challenges offered in this position, we encourage you to apply, even if your experience is non-typical or if you are not sure you meet every one of the qualifications described.

### **Compensation & Benefits**

The salary range for this full-time, non-exempt position is \$36.65 to \$44.55 hourly, depending on experience and qualifications. To complement this salary, we offer a robust benefits package that includes medical, dental, and vision insurance for employees and their dependents – we cover 100% of the cost for these premiums. We participate in CalPERS retirement programs as well as offering a separate 457 Plan for tax deferred retirement savings. A basic life insurance policy is provided to all eligible employees with the option to purchase additional personal insurance benefits. The Authority supports a hybrid work place and this position may be afforded opportunities for remote work.

### **Application and Selection**

All application materials must be received prior to February 4, 2026, at 5:00 PM. To be considered for this opportunity, submit your application materials including cover letter and a self-prepared resume at the application link provided below. The Open Space Authority utilizes a robust process that will ask qualified candidates to engage in multiple steps leading up to a final panel interview. We encourage applicants to closely monitor email communication from the Authority's hiring team. Final panel interviews are tentatively set for February 18, 2026.

Go here to apply for the job: <https://bit.ly/4qRNsdW>

### **Workplace Culture Santa Clara Valley Open Space Authority**

The staff of the Open Space Authority are passionate about conservation and driven to make an impact in the community through their work. Everyone brings a unique skillset to their role and the creative collaboration of all staff maximizes talent to realize the Authority's mission. We have established values and defined supporting behaviors that are shared and demonstrated by every employee at the Authority. Together all of these reflect the culture that makes the Authority the high performing agency that it is. We are Intentional, Respectful, Accountable, Empowering, Innovative, Collaborative, and Inclusive. You can learn more about the staff of the Authority and how everyone works together [on our website here](#).

The Open Space Authority envisions the Santa Clara Valley as a region dense with beautiful natural areas, where a vibrant network of interconnected open spaces, trails, wildlife habitats, and thriving agricultural lands enrich our communities. [Learn more about how the Authority tackles these goals.](#)

The Authority values Justice, Equity, Diversity, Inclusion, and Access in our work to preserve the natural environment, support agriculture, and connect people to nature:

- We have **Accessible, Collaborative, and Accountable** processes to engage the diverse communities we serve in our programs, projects, careers, and governance opportunities.

- We have **Respect** for the land and all people in our community.
- We are **Inclusive** and acknowledge current and historic land stewards.
- We **Empower** future generations of conservation leaders.
- We invite everyone to join and connect to nature with us.

*The Authority is committed to the principles of equal employment. We are earnest in our efforts to comply with all state and federal laws providing Equal Employment Opportunities, and all other employment laws and regulations. We do not discriminate on the basis of race, color, age, gender, national or ethnic origin, religion, sexual orientation or physical disability. We are committed to creating a safe environment where people are treated with respect and appreciated for their unique differences, where issues are promptly raised and resolved and where communication flows across all levels of the agency.*