



JOB ANNOUNCEMENT

August 19, 2013

Work passionately on behalf of the finest hiking and equestrian trail in the Western United States. **Work for the Pacific Crest Trail Association!**

The Pacific Crest Trail Association, headquartered in Sacramento, California is dedicated to protecting, preserving and promoting the Pacific Crest National Scenic Trail. The following staff position is currently open:

Volunteer Programs Assistant

In this position you will have the opportunity to:

- Recruit and support trail crew volunteers
- Maintain website updates for volunteer projects to ensure content is fresh, current, and concise
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service to volunteers
- Work to develop new volunteer opportunities and assist in filling these positions
- Ensure that volunteers are continually recognized and rewarded for their work

The Volunteer Programs Assistant is a key full-time staff position working in the Sacramento office. Salary is dependent on qualifications. Benefits include health insurance, a contribution to a 401k plan, 11 paid holidays, paid vacation and paid sick leave.

We are seeking applicants with:

- A bachelor's degree
- Minimum of three years of relevant professional experience that involves work with volunteers and work with nonprofit organizations
- Ability to work independently to bring a project to completion and skills in facilitating partnerships, developing collaborative projects, prioritizing and managing multiple tasks
- Excellent organizational, analytical, writing and oral presentation skills
- Excellent interpersonal and relationship-building skills
- Ability to interact well with a wide range of people of all levels within and outside the organization
- Strong research and information gathering skills
- Strong computer literacy; database experience
- Able to work independently and as part of a team
- Positive, flexible, creative attitude and a sense of humor
- Ability and willingness to travel on the PCT
- Ability and willingness to travel and work a variable schedule including weekends
- Trail crew volunteer opportunities experience
- Familiarity and interest in environmental issues, trails, and backcountry recreation

Submit application by **August 29th**. Please e-mail resume, letter of interest detailing applicable qualifications, list of three references, and salary history to hr@pcta.org with the subject Volunteer Programs Assistant. Additional information on this position and Pacific Crest Trail Association at www.pcta.org.

Pacific Crest Trail Association is an Equal Opportunity Provider.



Revision Date: August 19, 2013

Job Title: Volunteer Programs Assistant

Supervisor: Trail Operations Manager

F.L.S.A.: Non-exempt

Summary - The Volunteer Programs Assistant will work closely with PCTA's Trail Operations Manager and the Trail Operations staff to provide support in growing the volunteer program.

Essential job functions and tasks are:

- Build relationships that facilitate trail wide volunteer recruitment
- Solicit involvement from and coordinate regular communication with community partners (e.g., corporations, schools, universities/colleges, faith communities, civic groups)
- Respond to volunteer opportunity inquiries received via phone, email, and walk-in in a timely and professional manner
- Communicate the PCTA mission and expectations to volunteers
- Regularly communicate with established volunteers regarding available volunteer opportunities and news via monthly e-newsletter
- Process volunteer applications, organize volunteer information sent to crew leaders, and communicate project information to volunteers
- Develop recruitment materials and recruit new volunteers
- Coordinate volunteer recruitment efforts with other PCTA staff members
- Manage system to ensure that volunteers are continually recognized and rewarded for their work
- Maintain accurate records of volunteer statistics and accomplishments as well as potential and active volunteers, and generate reports as needed
- Work to develop new volunteer opportunities and assist in filling these positions
- Maintain website updates for Volunteer Projects to ensure content is fresh, current, and concise
- When staffing and work load allows, attend volunteer projects to represent the PCTA and promote its mission, and assure volunteers have an incredible experience
- Evaluate assigned programs and provide ideas for future improvement
- Demonstrate continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service to volunteers

Other Job Duties

- Speak passionately about the PCTA mission
- Assist with special projects



Volunteer Programs Assistant continued

Education and Training:

- Bachelor's degree or higher

Experience and Qualifications:

Required

- Minimum of three years of relevant professional experience that involves work with volunteers and work with nonprofit organizations
- Ability to work independently to bring a project to completion and skills in facilitating partnerships, developing collaborative projects, prioritizing and managing multiple tasks
- Excellent organizational, analytical, writing and oral presentation skills
- Excellent interpersonal and relationship-building skills
- Ability to interact well with a wide range of people of all levels within and outside the organization
- Strong research and information gathering skills
- Strong computer literacy; database experience
- Able to work independently and as part of a team
- Positive, flexible, creative attitude and a sense of humor
- Ability and willingness to travel on the PCT
- Ability and willingness to travel and work a variable schedule including weekends

Desirable

- Trail crew volunteer opportunities experience
- Familiarity and interest in environmental issues, trails, and backcountry recreation

Physical Requirements:

- Must be able to lift 50 lbs
- The ability to sit for several hours at a time

Typical Working Conditions:

The Volunteer Programs Assistant will work primarily in the PCTA headquarters, currently located in Sacramento, under the supervision of the Trail Operations Manager. Most duties will be performed in the office, with occasional overnight and weekend travel.

Equipment Used:

The Volunteer Programs Assistant will work at a desk with a desktop computer, necessary computer peripherals and other common office equipment.



Volunteer Programs Assistant continued

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Employee Acceptance _____ Date _____