



## ABOUT MILL VALLEY:

The City of Mill Valley is 14 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents. The City of Mill Valley has a staff of almost 150 regular employees and an annual operating budget of approximately \$41 million.

## ABOUT THE DEPARTMENT:

The Recreation Department consists of five divisions: Administration, Community Programs, Citywide Programs, Aquatics & Fitness Center and Community Center. As a department, we take our work seriously, but try not to take ourselves too seriously. Known as the "fun" department, we strive to foster a collaborative and collegial atmosphere among staff. We believe in providing high quality programs, activities, and events to the community, offering excellent community service, and remaining adaptable and responsive to our residents' needs and expectations.

With 20+ benefitted staff and over 150 part-time staff and independent contractors, a \$5.3 million operating budget, and oversight of the Community Center complex and the Arts Commission event programs, the department offers a full range of arts and recreation facilities, programs, and services and support for the residents, businesses and City departments.

## ABOUT THE POSITION:

The City of Mill Valley is seeking a self-directed problem-solver with an entrepreneurial spirit, high standards of excellence, and demonstrated commitment to public service and community development.

Under general direction from the Program Supervisor, the **Program Coordinator - Volunteers** is responsible for planning, organizing and promoting a Citywide volunteer corps to support a wide range of volunteer opportunities in the City of Mill Valley.

The ideal candidate will have a proven track record of volunteer management and philanthropic experience. The ability to network and develop lasting partnerships will be



Above: Mill Valley Bloomathon

critical to the success of this position. In-depth knowledge of Marin County and the City of Mill Valley is highly desirable.

## \*ESSENTIAL DUTIES:

- Primary objective of position is to create a viable network of volunteers and volunteer opportunities and serve as the City's volunteer ombudsman to ensure optimum response for assistance, as well as champion new avenues for community outreach.
- Organize, coordinate and manage the recruitment of volunteers for the City and its partners and develop a network of volunteers available to support City departments, events and initiatives, and community-focused philanthropic entities.
- Provide direction, information and resources for those seeking volunteer opportunities with the City of Mill Valley and within City Limits including but not limited to individuals, community groups, civic, social and local organizations, neighborhood associations and local businesses.
- Provide ongoing project management in support of City projects and partnerships.
- Assist in the application of Citywide donation policies and protocols.
- Write and manage grants as they become available.
- Perform related duties and responsibilities as required.

*\*Please review Job Description for a complete list of duties.*

## QUALIFICATIONS:

### KNOWLEDGE OF:

- Program development, community outreach and ongoing program management.
- Organizational and collaboration skills in leadership roles.
- Principles of marketing and public relations.

- Principles and best practices of volunteer recruitment and management.
- Project management (ability to plan, schedule, and manage projects and special events).

#### ABILITY TO:

- Communicate effectively verbally and in writing (email, social media, print media, etc.)
- Professionally represent the City of Mill Valley to the larger community.
- Be an effective self-starter with excellent problem-solving skills.
- Work independently with minimal supervision.
- Work evenings and weekends as required and as job duties demand.

#### EXPERIENCE AND TRAINING:

- *License or certificates required:*
  - ❖ Possession of a valid California Class C driver's license.
- *Experience and Training preferred:*
  - ❖ Four (4) years or more of increasingly responsible professional experience with proven performance in the field.
  - ❖ Bachelor's degree in communications, public administration, social services or related field(s) from an accredited educational institution.

#### SALARY AND BENEFITS:

\*\$3,466 - \$4,643 / Month DOE

*\*Please note: This position is offered at a .625FTE (full-time equivalency) or 25 hours/week. The above salary range is representative of a 1 FTE and will be prorated appropriately, as will the benefits listed below.*

- **Health Insurance** – The City offers a Kaiser Health Plan, Health Net PPO and Health Net HMO.
- **Life Insurance** – The City offers life insurance coverage of \$50,000.
- **Long-Term Disability Insurance** – The City offers long-term disability insurance for employees.
- **Dental Insurance** – The City offers coverage with Delta Dental Plan.
- **457 Deferred Compensation Plan** – The City offers up to \$600/yr. toward deferred compensation.
- **Retirement** – The City contracts with CalPERS for retirement benefits.
- **Leave** – The City offers generous vacation, sick, administrative, and holiday leave.

For the full job description and application instructions, go to: [www.cityofmillvalley.org/employment](http://www.cityofmillvalley.org/employment)



Above: Mill Valley Beautification Day

#### APPLICATION INSTRUCTIONS:

1. To apply, please visit [www.calopps.org](http://www.calopps.org)
2. Utilizing the application process in the above link, please also include (upload) your cover letter and resume.

Resumes will not be accepted in lieu of the City's official application form, but should accompany the application.

#### FOR QUESTIONS OR TO OBTAIN A PAPER APPLICATION PLEASE CONTACT:

Seth Allingham, Deputy City Clerk/Administrative Analyst  
City of Mill Valley  
26 Corte Madera Avenue  
Mill Valley, CA 94941  
[sallingham@cityofmillvalley.org](mailto:sallingham@cityofmillvalley.org)

**Filing Deadline:** The recruitment period for this position will close at **5:00 P.M. Friday, February 24, 2017.**

*The City of Mill Valley is an Equal Opportunity Employer. The City does not discriminate on the basis of race, religion, color, sex, sexual orientation, age, national origin or disability.*



## **PROGRAM COORDINATOR -- VOLUNTEERS**

### **JOB DESCRIPTION**

#### **DEFINITION**

This position is responsible for planning, organizing and promoting a Citywide volunteer corps to support a wide range of volunteer opportunities in the City of Mill Valley. Mill Valley has a significant history of an active citizen corps who volunteers their time and resources for the benefit of the City and the community as a whole.

#### **SUPERVISION EXERCISED AND RECEIVED**

The Volunteer Coordinator reports directly to the Superintendent of Recreation and Community Services within the Recreation Department. The Volunteer Coordinator will provide direction and support to volunteers in program.

#### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to the following:

- Organize, coordinate and manage the recruitment of volunteers for the City and its partners and develop a network of volunteers available to support City departments, events and initiatives, and community-focused philanthropic entities.
- Provide direction, information and resources for those seeking volunteer opportunities with the City of Mill Valley and within City limits including but not limited to individuals, community groups, civic, social and local organizations, neighborhood associations and local businesses.
- Primary objective of position is to create a viable network of volunteers and volunteer opportunities and serve as the City's volunteer ombudsman to ensure optimum response for assistance, as well as champion new avenues for community outreach.
- Serve as primary contact and facilitator for volunteers in search of opportunities and provide support and guidance.
- Provide ongoing project management in support of City projects and partnerships.
- Provide ongoing management and support to match skills, experiences and expectations of volunteers to available opportunities to ensure successful outcomes.

- Assist in the application of City-wide donation policies and protocols including development of web-based platforms for philanthropic giving and volunteering.
- Pursue possible grant opportunities to facilitate volunteer programs.
- Provide volunteer orientation and training.
- Maintain statistical records and activity reports on volunteer participation in community.
- Develop and implement a volunteer recognition program and newsletter.
- Respond to inquiries from members of the public.

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

### Knowledge of:

- Program development, community outreach and ongoing program management
- Organizational and collaboration skills in leadership roles
- Principles of marketing and public relations
- Principles and best practices of volunteer recruitment and management
- Project management (ability to plan, schedule, and manage projects and special events).

### Ability to:

- Communicate effectively verbally and in writing (email, social media, print media, etc.)
- Professionally represent the City of Mill Valley to the larger community
- Be an effective self-starter with excellent problem-solving skills
- Work independently with minimal supervision
- Work evenings and weekends as required and as job duties demand.

### Education and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Four (4) years or more of increasingly responsible professional experience with proven performance in field.
- Bachelor's degree in communications, public administration, social services or related field(s) from an accredited educational institution.
- Possession of a valid California Class C driver's license.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific

vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work is performed in both indoor and outdoor settings. Frequent bending, lifting, carrying and transporting recreation equipment from indoor storage facilities to outdoor and indoor activity locations is required.

## **OTHER**

FLSA Stats: Non-exempt

Bargaining Unit: N/A

Approved by:

Date: