

## East Bay Volunteer Manager

Greenbelt Alliance is seeking a highly motivated individual with an interest in environmental and land use issues for an volunteer manager internship or volunteer position in our East Bay Office in Walnut Creek.

### About Us

Greenbelt Alliance is the Bay Area's leading land conservation and urban planning nonprofit. Our mission is to make the nine-county San Francisco Bay Area a better place to live by protecting the region's greenbelt and improving the livability of its cities and towns. Since 1958, we have been active across the nine-county region protecting open space, opposing sprawl, and promoting smart growth. We have helped save over 1.1 million acres of greenbelt and we're a leader in promoting regional solutions to the problems of sprawl. Our East Bay Office is located in Walnut Creek and focuses on land-use and public policy issues in Alameda and Contra Costa County. The Walnut Creek office is a convenient short walk from BART.

### Responsibilities

The Volunteer Manager will serve as the point person for Greenbelt Alliance's volunteer program in the East Bay. Tasks include recruiting, screening, orienting, and acknowledging Greenbelt Alliance volunteers in the East Bay.

### Commitment

Weekly part-time (minimum 15 hours a week) to full-time commitment. Days are flexible. Hours between 10-5 PM. We are looking for a minimum four month commitment. This position is an ongoing opportunity available year round.

### Responsibilities

The Volunteer Manager will be enthusiastic and self-motivated with an understanding of what it takes to grassroots organize, build capacity, and develop leadership among volunteers and members.

- Strong experience in volunteer recruitment and management is necessary.
- Manage and maintain a database of volunteers.
- Recruit long-term volunteers and members to become active participants in promoting open space and smart growth in Greenbelt Alliance's campaigns.
- Engage volunteers to attend tabling events, phone banks, testify at city council meetings and write letters to the editor.

- Develop leadership among current volunteers and members to start to organize other volunteers and become volunteer managers or assistant volunteer managers.
- Maintain continuous contact with volunteers to keep them engaged. Send reminder e-mails to ensure that volunteers show up to events.
- Prompt follow up conversation to improve volunteer system and to determine successes in turnout for important events.
- Set up volunteer activities, including phone banking, and tabling events.
- Create caller scripts and caller lists for phone banks.
- Write e-mail alerts and use internet based e-mail sending program.

#### Talents/Skills Wanted

- Work independently with little direction.
- Ability to work effectively in collaboration with others.
- Ability to communicate effectively with a wide variety of people and constituencies.
- Diligent and thorough follow through.
- Experience and skill in prioritizing and managing multiple projects simultaneously.
- Organized and efficient work manner.
- Strong written and verbal communications skills.
- Close attention to detail.
- Excellent interpersonal skills and the ability to interface with people from varied backgrounds in a professional manner on the phone, via email, and in person.
- Creativity and initiative.
- Ability to create positive, long-term working relationships by demonstrating a commitment to customer service, tact, dependability, diplomacy, and flexibility.
- Live in Contra Costa County or familiarity with Contra Costa County Greenbelt Alliance campaigns is preferred.

#### Benefits

The volunteer will get a feel for the functioning of an established, effective nonprofit organization. The volunteer will also have the opportunity to learn about the public policy field and environmental issues facing the Bay Area. The volunteer will have the opportunity to attend various meetings with the East Bay Field Representative. This is an unpaid position.

#### To Apply

Please send a resume and cover letter. Cover letter should include the following information:

- Your interest in this opportunity
- The experiences that have prepared you for this opportunity
- Where you heard about this opportunity
- When are you available? Start and end dates? How many hours per week?
- Are you applying to other internships? Are you waiting to hear back from them?

• Are you waiting for scholarship money to be able to volunteer with Greenbelt Alliance?  
If you don't get the scholarship, will you still be able to volunteer with Greenbelt Alliance? Will you need college credit from the position? Is financial aid necessary to complete the internship?

Please send application and inquiries to:

[volunteer@greenbelt.org](mailto:volunteer@greenbelt.org)

or

Greenbelt Alliance

Attn: Internship Coordinator

631 Howard Street, Suite 510

San Francisco, CA 94105