

## **Sierra Service Project Job Description**

### **Rancho Cordova Program Manager July 25, 2016**

This is a part-time, grant-funded position. The funding comes from a grant from the City of Rancho Cordova (CORC), which has contracted with SSP to run a volunteer community improvement program for homeowners in the city.

Start date:               Around September 1  
End date:                 June 30  
Hours per week:        About 30, depending upon the level of activity  
Pay:                       \$16 per hour.  
Classification:         This non-exempt, temporary part-time position (as defined by SSP's personnel policies).  
Benefits:                 Paid sick leave and other legally-required benefits.

Extensive weekend work, particularly Saturdays, will be required.

#### **Position Objectives**

1. Recruit about 500 volunteer during the year.
2. Solicit, plan and complete about 37 projects.
3. Coordinate positive publicity and outreach about the program for SSP and CORC.
4. Achieve high levels of homeowner and volunteer satisfaction.

#### **Responsibilities**

1. Recruit Volunteers. Recruit volunteer teams and individual volunteers from churches, civic groups, neighborhood residents, schools, SSP alumni, corporations, campus groups and others. Utilize all available media (email, direct mail, social media, Eventbrite, the SSP website, CORC newsletter, SSP newsletter, personal contacts) to create awareness of the program. Follow-up via email and phone to convert interested groups into scheduled groups. Create fliers and other publicity material. Create volunteer group information packet (what to expect, type of work, liability release forms, etc).
2. Solicit and plan work projects. Work with CORC volunteer coordinator to publicize availability of work and distribute work request forms. Contact requesting homeowners and do project intakes. Document project requests in SSP's database (SiteManager). Communicate project status with requestors (scheduled, approved but not scheduled, not approved, etc.) Create project plan (material list, work instructions).
3. Schedule teams for projects. Match groups to appropriate projects and schedule them. Use Eventbrite to register individuals for project work days. Communicate project details (type of work, start time, necessary clothing, location, etc.) to volunteers.

4. Supervise projects. Procure and deliver materials. Make sure proper tools are in trailer. Deliver trailer. Provide appropriate safety training for volunteers. Introduce and orient all volunteers. Supervise the work. Check in with homeowner at start and end of work day. Be on site throughout the work days to keep volunteers engaged. When needed, hire and supervise a construction coordinator to assist with preparing for and supervising projects.
5. Record all activities. Maintain complete records of work completed, who participated, materials used and volunteer days. Maintain organized system of filing all paperwork. Take and post photos of the work, and make photos available to CORC.
6. Assess the projects and volunteer experience. Conduct post-work surveys for homeowners and incorporate volunteer assessment with thank-you letter or email.

### Qualifications

1. Excellent written and verbal communication skills.
2. Eager to learn new job skills in a challenging, fast-moving environment.
3. Must be very well organized. Able to manage multiple program activities at the same time.
4. Able to motivate and lead teams of volunteers. Must create an atmosphere of fun and encouragement.
5. Must be very detail oriented, able to keep excellent records of program activities.
6. Must be capable of learning technical skills required to plan and lead minor home repair and painting projects.
7. Must have driver's license and an insurable driving record.

### Experience

Prior SSP summer staff experience is desirable, but not a requirement.  
Experience organizing volunteer projects.

### About Sierra Service Project

Sierra Service Project (SSP) is a faith-based 501(c)(3) not-for-profit organization based in Sacramento, California. SSP's has extensive experience and expertise in creating very meaningful and satisfying volunteer experiences for youth and people of all ages. Our work takes place in Rancho Cordova, Sacramento and in other communities throughout the western United States.