

The Position

The Hayward Area Recreation and Park District (HARD), in collaboration with the City of Hayward (City), is seeking a **dynamic** and experienced individual to immediately take over the **Hayward Volunteer Program Coordinator** contract through to June 30, 2012. Within a defined scope of work, and under the administration of HARD's Superintendent of Recreation and the City of Hayward's Neighborhood Services Manager, this interim contract position is responsible for the operation of the **Volunteer Hayward Program**, including the recruitment, orientation, and placement of volunteers in agency and community programs, services, and events. Additional reporting, resource development, and financial management responsibilities are included in the scope of work. The successful candidate will also have an opportunity to compete for a subsequent, expanded, Volunteer Coordinator contract that will take effect July 1, 2012 through to June 30, 2013. The full one year term contract is renewable on an annual basis, for up to three consecutive years, dependent on performance and funding availability.

The Volunteer Hayward Program

The **Volunteer Hayward Program** was founded in 1996 as a unique collaboration between local public agencies. The program provides a centralized, well coordinated, community volunteer recruitment, support, and placement service. The

Volunteer Coordinator is responsible for these operations as well as a number of special community projects and events, including – but not limited to:

- **Adopt-A-Family:** *A gift, food and toy give-away during the winter Holiday Season;*
- **Winter Warm Coat Drive**
- **Kaboom!** - *a one day community playground- build event;*
- **Week of Caring:** - *involving the placement and recognition of volunteers with community improvement projects throughout the City and District jurisdictions.*
- **Annual City-Wide Clean-up Event**
- **Celebrity Volunteer Project:** A project that supports older adults at local Hayward senior centers and youth literacy programs.

The "Ideal" Candidate

The ideal candidate will possess the following experience, knowledge, and skills:

- Experience planning, implementing, and evaluating community projects and special events utilizing community volunteers.
- Knowledge of public administration and volunteer management principles and practices, including: volunteer outreach, placement, support, and supervision; program coordination and management; and the laws, regulations, and practices that apply to local public agencies.
- Knowledge of the Eden Area communities.
- Ability to inspire, motivate, encourage, and support others to become volunteers; place volunteers in Hayward local public

agency programs and services; as well as promote the **Volunteer Hayward Program** on behalf of the sponsoring organizations.

- Ability to successfully collaborate with diverse community members, institutions, businesses, and community-based organizations.
- Excellent communication skills including the ability to write clear, concise, and well organized reports, correspondence, and other required documents. Must also be able to deliver informative and engaging public presentations in a variety of education, civic and community settings.
- Excellent time, financial, and personnel / volunteer management skills; the ability to work on multiple projects, and assignments; and meet deadlines.
- Must demonstrate the proven ability to promote and implement programs, events, and projects using a variety of marketing methods.
- The ability to maintain a professional, responsible and reliable leadership role in a multi-faceted, complex and demanding work environment.
- Ability to use technology to track, evaluate, and report program results.
- Ability to use tools and techniques to effectively communicate with volunteers, agency personnel, and the public.
- Ability to establish and maintain effective working relationships with volunteers; representatives of government agencies, and the general public.
- Ability to work a flexible schedule, including periodic evenings and weekends.

Work Status, Salary and Benefits

The Volunteer Coordinator position is:

- A contracted position housed at the Hayward Area Recreation and Park District;
- A minimum of 20 hours per week;
- Payment is a maximum of \$2,500 per month; and
- May receive additional negotiated benefits.

How to Apply

Interested candidates must complete and submit a HARD Application to: Hayward Area Recreation and Park District, 1099 E Street, Hayward, CA 94541

Applications are also available online at: www.haywardrec.org or by calling (510) 881-6700.

Applications must be returned by filing deadline to the Hayward Area Recreation and Park District, 1099 E Streets, Hayward, CA 94541.

Filing Deadline:

Applications must be received by: **4:30 p.m., Friday, February 10, 2012.** Postmarks are not acceptable. Applications received after this time / day will not be accepted for any reason. It is the applicant's responsibility to allow for adequate mail / delivery time.

Application Process

Applications will be reviewed; final Candidates may be invited to an oral interview prior to selection.



Hayward Area Recreation and Park District (HARD),
and the



CITY OF
HAYWARD

HEART OF THE BAY
www.hayward-ca.gov

City of Hayward

Are seeking an:

Interim Volunteer Hayward Program Coordinator

Contract Position

Ending - 6/30/12

20 hours per week

\$2,500 per month

Negotiated Benefits

Application Deadline:

4:30 p.m., February 10, 2012