

Volunteer Coordinator

Transition House | Santa Barbara, CA

About Us: Transition House is a nonprofit homeless shelter and permanent housing provider for families with children in Santa Barbara. We are seeking an enthusiastic, personable, and organized Volunteer Coordinator to manage and grow our volunteer program. Volunteers play a critical role in our mission, supporting dinner and lunch service, childcare functions, and administrative activities.

Key Responsibilities:

- Recruit, screen, and assist departments in onboarding new volunteers.
- Manage the volunteer calendar and recruit substitutes as needed.
- Coordinate volunteer orientation, training, and appreciation efforts.
- Respond to community members and businesses for in-kind donations and drives.
- Maintain volunteer records and volunteer database.
- Develop and distribute a quarterly volunteer e-newsletter and obtain ongoing volunteer quotes and stories.
- Organize major events, including holiday celebrations and lead the annual appreciation picnic.
- Maintain an open-door policy for volunteer feedback and concerns.
- Support fundraising staff with donor events and engagement efforts.

Ideal Candidate Qualifications:

- Experience in volunteer management, nonprofit work, or a related field.
- Strong interpersonal and communication skills, both verbal and written.
- Ability to work independently and as part of a team.
- Detail-oriented with experience managing schedules.
- Proficiency using a database program and/or Excel.
- Demonstrate a proactive and positive attitude with the ability to work both independently and collaboratively as part of a team.
- Bilingual capabilities (Spanish/English) are a plus.

Position Details:

- **Schedule:** This position is Monday-Friday, 20 hours per week, with the potential to expand to 30 hours per week for candidates who have an interest in taking on additional responsibilities related to marketing, communications and/or fundraising and related qualifications or experience.
- **Compensation:** starting \$22.60
- **Benefits:** Benefits include vacation and a retirement plan. Employees who work 30 hours a week are eligible for paid Medical and Dental coverage.

How to Apply:

Submit your resume and a cover letter to gwhitefoot@transitoinhouse.com with "Volunteer Coordinator Application – [Your Name]" in the subject line. Applications will be reviewed on a rolling basis until the position is filled.