
EMPLOYMENT OPPORTUNITY

Tour and Volunteer Coordinator

Safety Center Incorporated is a non-profit organization founded in 1934 whose mission is to reduce injuries and save lives by empowering our community to make positive life changing decisions. We accomplish this mission by promoting lifelong safety and health through a variety of community and professional programs.

Safety Center has a part time employment opportunity for a Tour and Volunteer Coordinator. The Tour and Volunteer Coordinator is an essential member of the Safetyville USA program team.

Goals and Objectives of the Position:

- Demonstrate commitment to Safetyville's mission of instilling safety values in children
- Create positive experiences by connecting clients with appropriate programs
- Collaborate with department staff on innovative events and in the delivery of effective safety education

Specific Responsibilities of the Position:

Under the direction of and in collaboration with the Assistant Vice President of Community Programs:

- Recruit, train, schedule and work with volunteer staff and provide direction and coordination for all volunteer functions including events and tour guides.
- Assist in the coordination of Bike Nights, including outreach to other groups in the biking community to provide education and resources to promote family bike safety in our community. Conduct tours of Safetyville as required as first backup. Maintain volunteer files. Develop and maintain database of volunteers. Schedule and confirm tours and make follow-up calls. Coordinate volunteer events and projects.
- Speak at service club meetings and other organizations to engage the community in volunteering, supporting, and making donations to Safetyville children's safety/education programs.
- Provide timely information in response to phone, mail, and e-mail inquiries about Safetyville programs and ensure positive customer experiences. Create a positive, professional relationship with supporters, customers, vendors, and others involved in Safetyville programs and build long-term client loyalty.
- Other duties as required to meet the needs of our clients, our employee and Safety Center Incorporated as a whole.

Desired Skills and Experience:

- Nonprofit experience
- Volunteer management
- Event coordination

Please forward your resume to ann@safetycenter.org or fax to (916)366-1135