

EMPLOYMENT OPPORTUNITY

Community Department Program Staff

Safety Center Incorporated is a nonprofit 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 is hiring Program Staff for the Community and Safetyville USA program. This full-time position supports the Community and Safetyville USA program team.

Essential Duties and Responsibilities: Manage social media campaigns, prepare materials, schedule activities and events, and assist with reports for grants promoting a culture of traffic safety at schools and in communities

- Conduct outreach to schools for grant-funded programs and serve as a point of contact for schools
- Recruit, train, and coordinate volunteers to support Safetyville tours and events
- Host Bike Nights and work with Safety Center staff and volunteers to provide support for Safetyville events
- Provide timely information in response to inquiries, connect our clients with the appropriate Community and Safetyville program, and following through to ensure positive customer experiences
- Create a positive, professional relationship with supporters, customers, vendors, and others involved in Community and Safetyville programs and build long-term client loyalty
- Perform opening and closing duties for Safetyville
- Maintain the integrity of the Safetyville program by ensuring all interactive exhibits are in working condition
- Contribute to team efforts to grow the department
- Demonstrate commitment to the mission of instilling safety values in children and reinforcing safe teen decision-making
- Provide excellent customer service
- Help to create a positive learning environment for clients of all ages
- Regular, predictable attendance is required
- Ability to get along and work effectively with others
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Supervisory Responsibilities: This position is responsible for recruiting, training, scheduling, and coaching volunteers for tours and special events.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Bachelor's degree (B.A.) from four-year college or university preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.

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