



**JOB TITLE:** Volunteer Coordinator  
**LOCATION:** Anaheim, California  
**STATUS:** Full-Time

**ORGANIZATION:**

For 25 years, TGR Foundation has worked to create a world where opportunity is universal and potential is limitless. With an unwavering commitment to impact underserved youth, its mission is to empower students to pursue their passions through education. Through innovative STEM coursework, college-access programs, digital platforms and educator professional development, TGR Foundation provides resources and support to help youth connect their passions to their purpose. Since its launch in 1996, TGR Foundation's education and outreach programs have reached two million youth worldwide.

**JOB DESCRIPTION:**

Reporting to the Senior Director of Programs, the **Volunteer Coordinator** will be responsible for the recruitment, retention, supervision and training of volunteers and interns. The **Volunteer Coordinator** will be responsible for developing and maintaining operational excellence with all TGR Foundation Program-specific volunteers. They will preferably have past involvement in educational programs for youth and experience or interest in community or volunteer development.

**RESPONSIBILITIES:**

- Place volunteers in appropriate positions and assist staff in understanding the techniques to work effectively with volunteers;
- Train and support volunteers through ongoing recognition to enhance their quality of service;
- Determine the needs of volunteers related to their position;
- Determine the needs of the organization related to volunteer positions;
- Assess volunteer positions on a regular basis;
- Interact effectively with co-workers, volunteers and the general public;
- Develop outreach campaigns and deliver presentations to recruit volunteers;
- Integrate technology creatively into presentations and recruitment tools.

**EDUCATION, EXPERIENCE & SKILLS REQUIRED:**

- Able to work Monday-Friday 8:00 a.m. to 5:00 p.m. year-round and occasional weekends;
- Bachelor degree preferred or an equivalent combination of skills, training and experience;
- Proficient computer skills, including knowledge and application of MS Office;
- Impeccable interpersonal, presentation, organizational and verbal/written communication skills;



- Ability to work as a team and in a fast-paced environment;
- Support TGR Foundation mission, vision and core values.

**TO APPLY**

Please submit the following materials to Yvonne Tello at [ytello@tgrfoundation.org](mailto:ytello@tgrfoundation.org)

- Cover letter
- Resume

TGR Foundation is proud to be an Equal Opportunity Employer.

This job description is illustrative of duties typically performed by this job. It is not intended to be an exhaustive listing of each, and every job responsibility. Because job content may change from time to time, TGR Foundation reserves the right to add and/or delete job responsibilities from this position at any time.