



Santa Fe County Volunteer Coordinator

SALARY	\$26.60 - \$34.59 Hourly \$55,328.00 - \$71,947.20 Annually	LOCATION	Santa Fe, NM
JOB TYPE	Full-Time	JOB NUMBER	202500579
DEPARTMENT	Community Development	DIVISION	Office of Sustainability
OPENING DATE	07/16/2025	CLOSING DATE	8/1/2025 5:00 PM Mountain
FLSA	Non-Exempt	BARGAINING UNIT	AFSCME 1782
DEPARTMENT CONTACT INFORMATION	Kenneth Quintana	UNION ELIGIBILITY	Position is Union eligible after completion of one (1) year probationary period.
BUDGET AMOUNT	\$30.60		

Primary Purpose

Under general supervision from the Sustainability Manager, develops and coordinates volunteer and education programs including outreach, program development, recruitment, placement, and training of volunteers for Santa Fe County programs and operations.

Essential Job Functions

- Evaluates, plans, and coordinates special events for Santa Fe County; maintains an accurate calendar of special events; and oversees volunteers for County programs and special events.
- Evaluates, plans, and coordinates volunteer needs and activities for Santa Fe County.
- Raises staff awareness of the role and the function of volunteers.
- Ensures there is appropriate support and training for volunteers.
- Promotes volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
- Recruits and interviews volunteers, ensuring each volunteer is appropriately matched and trained for a position.
- Monitors, supports, and motivates volunteers and their work.
- Promotes and markets volunteer programs, including attending community outreach events and making presentations in appropriate venues; prepares and distributes marketing materials; communicates with interested parties about the program and volunteer opportunities; and develops educational programming related to County initiatives.
- Prepares recruitment and outreach communications for volunteer activities through various media including the County website.
- Provides technical assistance and training regarding effective volunteer management.

- Develops policies and procedures, application forms, and other relevant paperwork for volunteers for program activities.
- Develops a Countywide volunteer strategic plan to evaluate volunteer opportunities and goals throughout the County, and recommends courses of action to management.
- Develops an outreach plan to include regular updates to the website and social media accounts with relevant and timely information.
- Prepares and maintains reports, files, and data related to volunteer programs with Santa Fe County.
- Develops and implements goals and objectives for volunteer programs in accordance with Santa Fe County policies and programs.
- Administers volunteer communication programs including preparing and distributing newsletters, memos, and manuals; schedules volunteer meetings.
- Completes a variety of administrative functions and tasks.
- As directed, serves as the lead for special events and coordinates with department directors or their liaisons to coordinate master calendar of events, promotions, volunteers, logistics, etc.
- Prepares program space for events including set-up and take-down of all necessary equipment.
- Selects, trains, and organizes volunteers for special events.
- Oversees all volunteers and special events activities.
- Coordinates with internal and external parties to help present, communicate, and promote events; communicates with all departments to ensure efficient and successful events.
- Represents the County's interests when planning and coordinating non-County related events in which the County has an interest in being involved.
- Collaborates with County Departments to ensure that performance of volunteers accomplishes goals and objectives for Santa Fe County.

Knowledge/Skills:

- Knowledge of best practices for volunteer coordination.
- Knowledge of land and natural resource conservation, outdoor recreation, and the principles and practices of natural resource management and environmental stewardship.
- Ability to plan and organize activities and events; to work under stressful circumstances in dealing with the public and co-workers; and to work independently or with others while maintaining a professional attitude with the public, co-workers, county officials and other government officials.
- Ability to interpret County policy and procedures.
- Ability to manage small and large multi-cultural and diverse groups in public settings; ability to meet strict deadlines.
- Skilled in effective customer service.
- Excellent communication skills, both written and verbal, including public speaking.
- Skilled in delivering creative, engaging, and accurate content (text, image, and video).
- Skilled in the usage of digital media software, including web design, illustrator, and photo shop.
- Skilled in operating various word-processing, spreadsheet, database and other software programs in a Windows environment.

Minimum Qualifications

- Bachelor's Degree or equivalent in Education and Interpretation, Outdoor Education, Public Administration, Natural Resource Management, Planning, or a related field; and
- Two (2) years of professional experience in outreach efforts, volunteer coordination, event planning, or a related field.
- Any combination of education or experience in event planning, outreach, or a closely related field totaling six (6) years.
- Related education and experience may be substituted for education at a rate of 30 credit hours equal to one (1) year of experience.

Supplemental Information

Working Conditions:

Work is performed both in an office setting and outdoors in varied weather conditions. Work schedule may include evening, weekend, and irregular hours. Local travel is regularly required. While performing the duties of this job, the employee regularly is required to stand, walk, and sit; use hands to finger handle or feel; reach with hands or arms; stoop, kneel, crouch, or crawl; climb or balance; and talk or hear. Clarity of vision at long and short distance required. May be required to lift up to 50 pounds. May be exposed occasionally to high risk or potentially dangerous situations; dust, fumes, airborne particles, or allergens; excessive noise; working near hazardous or moving equipment or machinery; or working with hostile, violent, or offensive individuals. May use protective clothing, equipment, devices, or materials on occasion. May be subject to exposure to CRTs, VDTs, and UV rays.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment physical and drug/alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Benefits

Santa Fe County is proud to offer a comprehensive benefits package to eligible, full-time and part-time employees who work 20 hours per week. You will receive plan booklets, which give you more detailed information about each of these programs.

BENEFITS OFFERED

- Medical
- Dental
- Vision
- Life Insurance
- Accidental Death & Dismemberment (AD&D) Insurance
- Voluntary Life and AD&D
- Short-Term Disability
- Long-Term Disability
- Flexible Spending Account (FSA)
- Employee Assistance Program (EAP)
- Gym Membership

To learn more details, visit our website:

- [Health Benefits](#)
- [Leave and Retirement](#)
- [Additional Employee Benefits](#)
- [Employee Development Program](#)

Santa Fe County is an Equal Opportunity Employer

It is the policy of Santa Fe County to ensure equal employment opportunity to all persons regardless of race, color, age, physical or mental handicap, sex, national origin, ancestry, religion, serious medical condition, sexual orientation, gender identity, genetic information, or political affiliation.

Employer

Santa Fe County

Address

102 Grant Avenue

Santa Fe, New Mexico, 87501

Phone

(505) 992-9880

Websitehttps://www.santafecountynm.gov/human_resources**Volunteer Coordinator Supplemental Questionnaire*****QUESTION 1**

How many years of experience do you have working in outreach efforts, volunteer coordination, event planning, or a related field?

- ☐ No experience
- ☐ 1 year
- ☐ 2 years
- ☐ 3 years
- ☐ 4 years
- ☐ 5 years
- ☐ 6 years or more of experience

***QUESTION 2**

What is your highest level of education in Education and Interpretation, Outdoor Education, Public Administration, Natural Resource Management, Planning, or a related field?

- ☐ High School
- ☐ Associates
- ☐ Bachelors
- ☐ Masters
- ☐ Juris Doctorate

***QUESTION 3**

Do you have a valid driver's license?

- ☐ Yes
- ☐ No

* Required Question