

**Organization:** Make-A-Wish® Central Coast and Southern Central Valley  
**Job/Position Title:** Wish and Volunteer Coordinator  
**Reports to:** Sr. Director Operations and Program  
**Office Location:** Ventura County California  
**Status & Classification:** Full-Time / Non-Exempt

### Position Summary

Want to join a great team of people who make a difference in the life of a child every day?

We are looking for a passionate, energetic, detail-oriented, and dedicated individual to help make wishes come true.

A successful Wish and Volunteer Coordinator should be a people person who enjoys working with children, adults, colleagues, volunteers, and the community, is detail-oriented, enthusiastic about wish granting, and passionate about our mission. This position focuses recruiting, training, and managing the volunteers who support the chapter's Program and Development teams. As many of our wish families speak Spanish as a first language, we are seeking a candidate who is fluent in both English and Spanish.

### Duties and Responsibilities

- Coordinate volunteer program focusing on recruitment, onboarding, training, communication, placement, recognition, and retention.
- Create and maintain positive relationships with wish families, volunteers, donors, and vendors.
- Regularly communicate with and recognize volunteers and in-kind donors.
- Help build a strong and dynamic volunteer base throughout our territory to support mission delivery, fundraising, and community outreach objectives at a grassroots level.
- Network in the community to involve new volunteers.
- Oversee the record management for the volunteer database.
- Assist with the Wish Family Alumni program.
- Implement the chapter medical outreach plan to encourage referrals to our program.
- Work with the program team to deliver high-quality and life changing wishes.
- Help coordinate assigned wishes from start to finish including managing the day-to-day workflow and monitoring and ensuring progress toward wish completion.
- Manage and monitor assigned wish budgets to ensure accurate accounting of all expenses.
- Contribute to wishes by sourcing donations of in-kind goods and services.
- Actively collaborate and partner with chapter colleagues to meet chapter goals.
- Other duties as assigned.

### Knowledge and Abilities

- Excellent communication, project management, time management, and organizational skills.
- Ability to speak, read, and write fluently in English and Spanish.
- Outstanding attention to detail and deadlines.
- Strong written and verbal communication skills.
- Flair for cultivating and stewarding professional relationships with a diverse constituency.
- Ability to work independently while thriving in a collaborative, team-oriented environment.
- Strong computer skills with proficiency in Microsoft Office Suite; familiarity with Adobe and DocuSign.
- Proficient in Salesforce (or other CRM platform) and data management systems a plus.

### Desired Qualifications

- Associate or Bachelor's Degree in business, communications, child life services or relevant work experience.
- A minimum of two years of nonprofit or business experience working with volunteers or the community strongly desired.
- Possess integrity, maturity, empathy, and emotional intelligence; ability to handle sensitive information and maintain strict confidentiality.
- Strong work ethic and commitment to the Make-A-Wish mission.

## Working Conditions

Make-A-Wish Central California and Southern Central Valley is headquartered in Camarillo, California, and serves Ventura, Santa Barbara, San Luis Obispo, Kern, Kings, Tulare, and Inyo counties. The Wish and Volunteer Coordinator position offices out of Camarillo, and requires the individual to work in an office environment and in a shared office space. The ability to work seated at a desk working on a computer for extended periods of time and to stand, walk, sit, and use office equipment is required. Ability to lift materials up to 25 pounds in and out of a vehicle required. This Individual must have access to a reliable motor vehicle, be willing and able to travel throughout the region and be available to work occasional nights/weekends as required.

## Rewards and Benefits

- Competitive wage (\$22-\$24/hr. commensurate with experience).
- Comprehensive benefits package including healthcare, dental, vision insurance; life/disability insurance; retirement; paid holidays and vacation time off.

## Join Our Team of Inspired People Transforming Lives

We are more than a great place to work - our work is life changing. We are an inclusive and diverse group of people who, through a mosaic of backgrounds, thoughts and experiences are united in purposeful work. We are fueled and guided by our values - values that are represented in the inspired people we work with and the transformational work we do every day.

*Make-A-Wish® Central Coast and Southern Central Valley respects and ensures equal opportunity, regardless of race, religion, ethnicity, national origin, age, gender identity, sexual orientation, disability, perceived disability, and other legally protected characteristics.*

## Limitations And Disclaimer

The above job description is meant to describe the general nature and level of work performed; it is not intended as an exhaustive list of all duties, responsibilities and required skills for the position. Employees will be required to follow any other job-related instructions and to perform other duties requested by their supervisor in compliance with Federal and State laws. Requirements are representative of minimum levels of knowledge, skills and/or abilities necessary to perform each duty proficiently. Continued employment remains on an "at-will" basis.

## How To Apply

Qualified candidates should submit a cover letter with salary requirements and resume outlining experience to Trish Miller via email at [trishmiller@spherion.com](mailto:trishmiller@spherion.com)

Please place MAWCVS Wish and Volunteer Coordinator in the subject line. No phone calls please.