

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
NEW/APPROVED SEPTEMBER 2022
RANGE: 47.5
CLASSIFIED
CODE: NONE**

**VOLUNTEER AND COMMUNITY ENGAGEMENT FACILITATOR – CALM
(California Living Museum)**

DEFINITION

Responsible for the implementation of community outreach programs and social media outreach for CALM, California Wildlife Rehabilitation Center (CWRC), and the CALM Foundation.

EXAMPLES OF DUTIES

Coordinate with KCSOS' design team to create content for CALM, CWRC and CALM Foundation and to update web pages and social media;

ensure that all CALM external communication materials exhibit consistency with graphics and content;

drive ticket purchases, event registrations, and membership growth through the creation and execution of effective marketing strategies, partnerships, and community events;

coordinate with KCSOS for the development of zoo camps and educational programming;

coordinate the planning of special events including but not limited to, birthdays, weddings, corporate events, and field trips to CALM;

work collaboratively and communicate with Guest Services team regarding upcoming events;

plan, implement and participate in a variety of special events for CALM and CALM Foundation and develop donor relationships;

oversee donor recognition programs;

coordinate all aspects of CALM/CWRC volunteer programming;

coordinate all aspects of CALM/CWRC internship programming;

manage special event ticket sales through an appropriate vendor and respond to guest needs regarding ticket purchases;

other various duties as assigned.

QUALIFICATIONS

Knowledge of:

Social Media Platforms;

photography and graphic design;

communications strategies;

principles and practices of volunteer coordination and donor relations;

special event planning;

CALM practices.

Ability to:

Work with members of the community in a positive and proactive way;

work effectively with a variety of team members from various departments;

establish and maintain cooperative working relationships with the community, stakeholders and KCSOS employees;

excellent communication skills, including writing, proof reading skills, and speaking in public settings;

coordinate large- and small-scale volunteer opportunities;

work and interact effectively with a diverse, multicultural environment;

work evenings, holidays and weekends when needed;

work with members of the public to problem solve ticketing issues, and discuss volunteer opportunities and opportunities within CALM;

troubleshoot, work independently and as part of a team with members from various zoo departments;

manage multiple simultaneous projects and work assignments from a variety of staff and volunteers.

Experience:

Two (2) years of increasingly responsible experience overseeing guest services, volunteers, and events.

Education:

High School Diploma, or equivalent.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

CP: mm

7/8/2022

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