



connecting point
community services central

Volunteer Hub Liaison

Location: Grass Valley, CA

Hours: 20 hours per week

Pay: \$18.00 per hour

Benefits: Prorated benefits included

Connect Nevada County residents to volunteer opportunities

Connecting Point is seeking a Volunteer Hub Liaison to assist in connecting Nevada County residents of all ages to volunteer opportunities in local organizations.

About Connecting Point

Connecting Point is a public agency dedicated to providing programs that support the health and well-being of the people in our community. We do this by helping people connect—to employment, to in-home care, to community services, and to each other.

Connecting Point staff members are active listeners, who assist people in meeting their personal goals without making assumptions or passing judgment. They are collaborators, who work closely with program participants, fellow team members, and community partners to streamline services. And they are valued staff members, who provide energy, ideas, and feedback to help us make our services the best they can be.

About the Position

The goal of Connecting Point's Volunteer Hub is to connect Nevada County residents of all ages to volunteer opportunities in local nonprofits and public agencies.

The Volunteer Hub is a new program and the Liaison will work closely with a team of Connecting Point staff to plan, build, and launch the program in the coming months. Once the program is operational, the Liaison will serve as the main point of contact for volunteers and organizations.

At the heart of the Volunteer Hub program will be volunteer database software that will match organizations and volunteers by schedule, location, skills, interests, and preferences. The web-based software will be accessible and easy to use for those familiar with online applications. The Volunteer Hub Liaison will maintain the volunteer database, provide software orientations, and assist community organizations in listing their volunteer opportunities.

The Liaison will also work one-on-one with individuals who prefer to learn about volunteer opportunities in person or over the phone or who are unable to access the internet.



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Qualifications

We are seeking a great communicator who will provide excellent customer service to volunteers and community partners. The ideal candidate will enjoy working with people and have a good understanding of the community and the needs of our local nonprofit organizations.

The Volunteer Hub Liaison must have experience using computer software and online applications. Previous database management experience is highly preferred.

See the [full job description](#) for more information.

To Apply

Email your resume and cover letter to Tammy Veralrud at tammyv@connectingpoint.org.