



## Sunday Streets Hub Volunteer Manager

Livable City is San Francisco's urban land use policy and advocacy nonprofit. The organization works to create a San Francisco of great streets and complete neighborhoods, where walking, bicycling, and transit are the best choices for most trips, where public spaces are beautiful, well-designed, and well-maintained, and where housing is more plentiful and more affordable.

Livable City also runs a number of programs, including Sunday Streets and Play Streets. These programs bring communities together, promoting healthy living and active transportation to create vibrant, healthy, connected communities across the city through the format of car-free streets.

Livable City has six dedicated full-time staff, augmented by passionate interns and hundreds of annual volunteers.

### ***Position Overview***

Livable City is hiring 3 Sunday Streets Hub Volunteer Managers to support event production during the 2020 Sunday Streets season.

This is a part-time, temporary position from February 2020 through October 2020 with a minimum commitment of 6 events and 1 mandatory training session.

The Hub Volunteer Manager position pays \$20/training hour and \$25/shift hour.

### ***Event Production Responsibilities***

- Lead the Volunteer booth setup and Captain orientation
- Conduct onsite safety trainings; provide additional supervision and trainings to all volunteers as needed
- Work with Activity Hub and Event Volunteer Managers to assign event-day volunteers and supervisors
- Supervise booth volunteers; ensure a tidy and responsive station throughout the day
- Answer questions regarding Sunday Streets
- Assist participants, volunteers, and exhibitors, as needed

### ***Requirements***

- Ability to attend 1 training session and a minimum of 6 Sunday Streets events (schedule listed below)
- Proven experience leading teams and supervising volunteers
- Experience in event production (6 months minimum)
- Capable of physically demanding work; ability to stand for more than 4 hours and lift 50 lbs
- Friendly, customer-service attitude
- Self-motivated with an ability to work independently and in teams
- Ability to work effectively with a wide variety of individuals, including volunteers, staff, partners, and members of the public

### ***Highly Desired***

- Familiarity with the goals and vision of Sunday Streets
- Valid CA Drivers' License (1 year minimum)
- Bilingual (particularly Spanish, Tagalog or Cantonese)
- A resident of one of the following neighborhoods: Mission, Excelsior, Tenderloin, Bayview/Hunters Point, Mission Bay, Dogpatch, SoMa, Western Addition, and Sunset



## ***Sunday Streets 2020 Schedule***

### **Training**

February 27, 2020 (12 PM – 5 PM)

February 29, 2020 (10 AM – 3 PM)

March 2, 2020 (4 PM – 9 PM)

**Mission #1** – March 8, 2020 (7 AM – 4 PM)

**Excelsior #1** – March 28, 2020 (7 AM – 4 PM)

**Tenderloin #1** – April 19, 2020 (7 AM – 4 PM)

**Bayview** – May 3, 2020 (7 AM – 4 PM)

**Sunset/Golden Gate Park** – June 7, 2020 (7 AM – 4 PM)

**Dogpatch/Mission Bay** – June 21, 2020 (7 AM – 4 PM)

**Mission #2** – July 19, 2020 (7 AM – 4 PM)

**SoMa** – August 23, 2020 (7 AM – 4 PM)

**Tenderloin #2** – September 13, 2020 (7 AM – 4 PM)

**Western Addition** – September 27, 2020 (7 AM – 4 PM)

**Excelsior** – October 18, 2020 (7 AM – 4 PM)

### ***Equal Opportunity Employment***

Livable City is an equal opportunity employer. People of color and individuals from diverse backgrounds are encouraged to apply. Livable City does not discriminate on the basis of race, color, national origin, ethnic background, religion, sex, sexual orientation, age or disability.

### ***To apply***

Submit a resume to [HR@livablecity.org](mailto:HR@livablecity.org) with the subject line “2020 Event Ambassador: Hub Volunteer Manager” and complete the supplemental application at [SundayStreetsSF.com/jobs-internships](http://SundayStreetsSF.com/jobs-internships). Complete applications will be reviewed on a rolling basis, with first round applications due on February 12, 2020.