

SOUTHERN ARIZONA AIDS FOUNDATION
VOLUNTEER RESOURCES COORDINATOR
JOB DESCRIPTION

Scope of Work: The Volunteer Resources Coordinator oversees the volunteer program and ensures overall program quality. The Volunteer Resources Coordinator is responsible for promoting a positive image of the agency to the community, as the position is often the first point of contact for volunteers. The position recruits, coordinates, and places volunteers within the agency and at its special events. The Coordinator provides volunteer trainings to volunteers and staff support in the areas of volunteer management. The Coordinator also coordinates recognition efforts for the agency's volunteers. The position involves flexible hours, and the individual must be able to work some evening and weekend hours. The Volunteer Resources Coordinator is a full-time, non-exempt position.

Functional Responsibilities:

- Coordinates recruitment, screening, and orientation of volunteers and coordinates with agency staff to effectively and quickly place volunteers into appropriate positions.
- Works closely with staff to identify volunteer needs, and supports staff with volunteer management training and recognition.
- Coordinates, oversees and facilitates, with SAAF's Prevention Department and Development Department, a monthly Volunteer Orientation.
- Responsible for ongoing communication with volunteers to ensure agency needs are met and to ensure volunteer retention.
- Responsible for reporting and documentation regarding the program budget.
- Provides administrative support of volunteer program by managing the volunteer database and files, and provides detailed tracking and reporting of the volunteer program and its impacts.
- Recruits and manages special event volunteers.
- Supervises volunteers and facilitates our weekly evening drop-in program, Walk-In Wednesday, on Wednesdays from 5:30pm till 8:30pm.
- Works in coordination with the Events Manager to plan SAAF's annual Volunteer Recognition event. Works with staff and Development Department to ensure volunteer recognition is given throughout the year. National Volunteer Week is a priority in recognizing all agency volunteers.
- Attends department and agency staff meetings. Serves as program representative on agency committees where appropriate.
- Performs other duties as assigned.
- Reports to the Events Manager.

Minimum Qualifications:

- Customer service or fundraising experience.
- Strong organizational skills and creativity.

- Understanding of the concept of confidentiality.
- Excellent interpersonal, writing and communication skills.
- Sensitivity to personal differences in age, ethnicity, and lifestyle.
- Access to reliable transportation, a valid AZ Driver's License and a driving record that will be supported by our liability insurance provider.
- Commitment to a team approach.
- Working knowledge of MS suite of products.

Preferred Qualifications:

- Proven knowledge of volunteer coordination or training/teaching experience.
- Volunteer coordination or management experience.
- Work experience in human services or related field.
- Knowledge of online email and marketing tools such as Constant Contact or MailChimp.
- Experience coordinating large-scale volunteer-based projects.
- Public speaking and presentation experience.
- Strong knowledge of Tucson and Southern Arizona.
- Knowledge of HIV/AIDS and LGBTQ+ issues.
- Knowledge of MS Access.

Compensation: Minimum salary \$15.56/hour, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the Director of HR, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, email to hr@saaf.org or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

Start Date: As soon as possible.