



# VOLUNTEER COORDINATOR

## Job Summary:

The Volunteer Coordinator engages in public outreach efforts regarding TIHAN’s volunteer opportunities, and manages the agency’s volunteer program, including focused volunteer recruitment, intake/orientation, and placement activities, as well as coordinating volunteer recognition and retention practices that support TIHAN’s volunteers as well as support the agency.

## Job Impact:

Providing outstanding, sensitive care to Tucson’s HIV/AIDS community is the core of TIHAN’s existence. To a large extent, this crucial mission is carried out by volunteers. TIHAN’s Volunteer Coordinator will ensure appropriate recruitment of volunteers and that volunteers are oriented and efficiently and appropriately placed to best benefit the agency and the volunteer.

## Qualifications:

- Minimum three years of experience managing volunteer programs, preferably in a non-profit setting
- Bachelor degree (preferred)
- Strong organizational skills, with the ability to multi-task and prioritize daily responsibilities while maintaining the flexibility to shift priorities as needed to meet agency needs
- Excellent communication skills, including the ability to confidently and professionally present to a diverse public audience
- Strong computer skills, including Microsoft Office proficiency and experience with database programs
- Cultural sensitivity and excellent cross-cultural communication skills
- Ability to set priorities, reach goals, and evaluate and report results
- Detail-oriented and have the capacity to plan and follow-through with large projects
- Bilingual (preferred)

## Duties and Responsibilities:

- Works closely with agency staff to identify and recruit for specific volunteer needs and activities
- Manages focused recruitment, screening, and orientation of volunteers and coordinates with agency staff to effectively and quickly place volunteers into appropriate positions
- Creates, maintains, and updates volunteer records, as well as a manual of volunteer policies and procedures
- Coordinates volunteer appreciation and retention activities
- Develops relationships to facilitate the recruitment of volunteers from corporate, faith community, academic, and other sources in the community
- Conducts volunteer recruitment by working with faith communities, civic and community groups, and nonprofit agencies, as well as utilizing resources such as the Volunteer Center of Southern Arizona, the Southern Arizona Volunteer Management Association, and Volunteer Match
- Tracks volunteer hours as well as solicit feedback from volunteers via surveys and evaluations
- Assists with volunteer recruitment and coordination for fundraising activities and special events
- Other duties as required/assigned

<b>Reports to</b>	Operations Manager
<b>Work Schedule</b>	Half-time, 20 hours/week. Flexible schedule, with some evening and weekend hours required
<b>FLSA Status</b>	Non-exempt

**Qualified applicants may submit a cover letter, resume, and three professional references to [scott@tihan.org](mailto:scott@tihan.org). No phone calls, please.**