

**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, provides logistical support for SAAF events, and serves as a support for the donor gift entry and acknowledgment process. 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:**

- Coordinate 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 with SAAF's Prevention Department to facilitate 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 volunteer program budget.
- Provide administrative support of volunteer program by managing the volunteer database files and provide detailed tracking and reporting of volunteer program impact.
- Recruits and manages special event volunteers.
- Supervises volunteers and facilitates weekly or bi-weekly evening drop-in program.
- Work in coordination with the Events Manager to plan SAAF's annual Volunteer Recognition event. Work with staff and Development Department to ensure volunteer recognition is given throughout the year.
- Attend department and agency staff meetings. Serve as program representative on agency committees where appropriate.
- Provide backup support in maintaining the donor/prospect database, including reviewing and updating software applications, entering new donors/prospects, updating information, maintaining records of contacts, preparing the daily receipts log (cash and non-cash), and entering all new pledge, cash, and in-kind gifts into donor database in a timely fashion. Prepare donor reports and contact lists.
- Provides logistical support for SAAF's fundraising events.
- Performs other duties as assigned.
- Reports to the Events Manager.

**Minimum Qualifications:**

- Customer service or fundraising experience.
- Volunteer coordination or management 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 the agency's 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.
- Experience coordinating fundraising or community events.
- Experience with fundraising software, data entry, and computer database management and design.
- 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:** Starting range \$16.00 to \$19.00, 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, e-mail to [hr@saaf.org](mailto:hr@saaf.org) or visit [www.saaf.org](http://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.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.