

The Inn of Southern Arizona Inc. is hiring a Volunteer Coordinator!

Our Volunteer Coordinator will oversee and serve as a primary point-of-contact for our many valued volunteers and partners who are at the heart of our organization. This position will help recruit, interview, and supervise shelter volunteers, and will be responsible for organizing staff events and maintaining our volunteer roster and schedule. This is an on-site position reporting to the Shelter Director, although some responsibilities may be completed remotely at the Shelter Director's discretion.

Responsibilities for this role may include (but are not limited to):

- Help with the sourcing and recruitment of volunteers using different techniques and networking.
- Assess the need for and conduct volunteer trainings.
- Manage volunteer schedules to support day-to-day shelter activities.
- Assign tasks and responsibilities to volunteers as necessary.
- Communicate with volunteers; answer questions and make arrangements when they are unable to complete their shifts.
- Complete periodic assessment and evaluation of volunteers.
- Maintain accurate database records and provide updates when needed.
- Plan recognition events to show our appreciation for volunteers and community partners.
- Assist volunteers in their task assignments as needed.
- Other duties as deemed necessary by the Shelter Director.

Required qualifications:

- Be at least 18 years old.
- Have a high school diploma/completed GED.
- Have a valid driver's license, issued within the United States.
- Be a U.S. citizen, Legal Permanent Resident (LPR), or DACA recipient/others who possess required work authorizations.
- Strong relationship-building and networking skills; ability to effectively build internal and external relationships to source volunteers.
- Organized, self-directed, and works in a timely manner.
- Be dedicated to the safety and wellbeing of our guests – always working in the spirit of solidarity.
- Be proficient with internet-based tools and Microsoft Office (Excel, Word).
- Ability to remain calm and multi-task in an environment which can be, at times, demanding.
- Ability to make decisions on the fly that are in the best interest of the organization, as well as our guests and their families.
- Consent to a criminal background check and drug screening.

Preferred qualifications:

- Have some college education.
- Have experience working with nonprofits.
- Have experience working with marginalized/at-risk populations.
- Understand the humanitarian situation at our Southwest border.

- Comfortable navigating cross-cultural communication.
- Have outstanding personal and professional references.

Compensation:

Full-time. Starting at up to \$19/hr. depending on experience.

This position will remain open until filled.

For consideration, please submit a resume and cover letter to hire@theinnofsa.org.

Qualified candidates will be invited to complete an in-person interview with our Shelter Director.

Diversity Policy for The Inn of Southern Arizona

At The Inn of Southern Arizona, we courageously confront racism and discrimination. We establish best practices that embed our values at the core of who we are and actively recruit the participation and inclusion of Southern Arizona's diverse cultural and social groups in all activities, at all levels of policy development, and throughout all decision-making processes. We do not discriminate in employment practices, volunteer opportunities, or delivery of programs and services on the basis of race, religion, gender or gender identity (including gender nonconformity and status as a transgender individual), gender expression, sexual orientation, age, ancestry, citizenship, ethnicity, familial status, socioeconomic status (economic circumstances), color, creed, sex (including pregnancy), phases of parenthood, national origin, marital status, veteran status (past, current, or prospective service in the armed forces), genetic information, physical characteristics or appearance, mental or physical disability, or any other status prohibited by applicable law.

In all our work and ministry at The Inn of Southern Arizona we celebrate diversity. Arizona is an employment-at-will state.