

The Inn of Southern Arizona Inc. is looking for a part-time Volunteer Coordinator!

Our volunteer coordinator will serve as a primary point-of-contact for our many valued volunteers who serve as the heart of our organization. He/she/they will help recruit, interview, supervise, organize staff events, as well as maintain the volunteer roster and schedule.

The perfect candidate for this role will possess leadership traits and management skills, be able to work independently and make decisions, be organized, use a computer to maintain contact with our volunteers, and be comfortable networking with the community to expand our volunteer base.

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

- Source and recruit volunteers using different recruiting various techniques.
- Collect information on qualifications and skills.
- Arrange for training when needed.
- Manage schedules for everyday activities
- Assign responsibilities and tasks where appropriate
- Complete periodic assessment and evaluation of volunteers
- Maintain accurate database records: audit and make changes as required
- Plan recognition functions to show our appreciation
- Serve as the primary point-of-contact for volunteers for the Shelter Director
- Other administrative and management duties at the discretion of the Shelter Director

Compensation: \$15/hr

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.

Please send cover letter and resume to: theinnofsa@gmail.com

