



Job Description – Volunteer Coordinator

Reports To: Director of Development

The Volunteer Coordinator will recruit, organize, maintain, and recognize volunteers on behalf of the Old Pueblo Group, the OPG Board of Directors and various committees, program departments and alumni programs.

Duties and Responsibilities:

1. In cooperation with program, develop a menu of ongoing volunteer positions
2. Work with maintenance staff to identify one-day group projects; recruit and facilitate groups for completion of projects
3. Promote volunteer opportunities through printed collateral and social media
4. Develop and implement orientation and training for all volunteers
5. Recruit, assign and co-supervise volunteers with designated program staff
6. Report to Director of Development on volunteer activities as needed
7. Maintain updated records on all volunteers
8. Set up and facilitate staff/volunteer support meetings as needed
9. Work with faith-based, social, civic and business sectors to develop partnerships to develop opportunities to engage volunteers
10. Develop and implement an annual volunteer recognition program
11. Working with program managers, facilitate the internship program to place clinical interns in recovery communities
12. Supervise San Miguel Corporate Internship program

Minimum Qualifications:

1. Bachelor Degree or higher in social sciences, business, or communications preferred
2. Three years of more experience in implementing volunteer programs and volunteer training preferred
3. Must possess a current AZ Driver's License and Insurance and have reliable transportation
4. Experience in the recruitment and support of volunteers within a community-based social service agency
5. Responsible, dependable, energetic self-starter with a commitment to a team approach
6. Strong communication, administrative and interpersonal skills
7. Proficiency in Microsoft Office to include Outlook, Word, Excel, PowerPoint and Publisher
8. Proficiency in the use of social media
9. Technical Capacity for data entry and basic analysis
10. Willingness to learn and practice Evidence Based Practices, such as Motivational Interviewing and Contingency Management
11. Ability to set priorities, meet deadlines and work flexible hours including evenings and weekends as needed