



Opening doors to
housing and recovery.

Job Description – Volunteer Coordinator

Reports To: Human Resource Manager

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

Duties and Responsibilities:

1. Work with faith-based, social, civic and business organizations to develop partnerships where appropriate. Organize projects that can accommodate volunteer groups.
2. Develop and implement a volunteer recruitment and retention strategy.
3. Develop volunteer recruitment, application, orientation, and training materials.
4. Collaborate with OPCS programs and departments to develop a menu of ongoing volunteer positions, create volunteer job descriptions and co-supervise volunteers.
5. Maintain volunteer record keeping system, including ongoing tracking and reporting.
6. Develop and implement an annual volunteer recognition program.
7. Other duties as assigned.

Minimum Qualifications:

1. Three plus years' experience implementing and managing volunteer programs. Bachelor Degree or higher in social services, business or communications preferred.
2. Must possess a current AZ Driver's License and Insurance and have reliable transportation.
3. Responsible, dependable, energetic self-starter with a strong communication and interpersonal skills and a commitment to a team approach.
4. Strong administrative skills, proficiency in Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint and Publisher.
5. Technical capacity for data entry and basic analysis.
6. Ability to set priorities, meet goals and deadlines and work a flexible schedule.
7. Willingness to learn and practice Evidence Based Practices, such as Motivational Interviewing, Housing First and Harm Reduction.
8. Ability to work with culturally and socioeconomically diverse populations.
9. Bilingual and/or a Veteran is a plus.