



## **Foster Arizona Volunteer Coordinator**

The Foster Arizona Volunteer Coordinator will report directly to the Chief Executive Officer of Foster Arizona. The role requires leadership and development of Foster Arizona programs related to volunteer utilization and engagement to promote meaningful experiences and connection for community members.

This part-time position requires officing onsite with flexibility of schedule. This position includes occasional night and weekend availability specific to organizational needs.

### **In administration, the Foster Arizona Director of Program and Volunteer Services will:**

1. Oversee organizations recruitment, screening and training of volunteers and interns
2. Lead ongoing development and engagement of current volunteers through creating continuing education opportunities and cultivating meaningful connection with the organization
3. Manage volunteer database and program data collection
4. Assist in organizational documentation of processes and procedures related to direct areas of oversight.
5. Conduct and analyze monthly surveys to evaluate effectiveness of volunteer program and satisfaction of volunteers
6. Engage with various program leads to identify and support volunteer needs
7. Other tasks as needed

### **In communications, the Foster Arizona Director of Program and Volunteer Services will:**

1. Communicate with existing and potential community partners to strengthen collaborative efforts
2. Coordinate and communicate with volunteer teams
3. Represents the organization at speaking engagements and volunteer fairs
4. Lead volunteer appreciation recognition and events, including written thank you cards
5. Communicate needs, challenges, and successes to CEO

### **In budget and finances, the Foster Arizona Director of Program and Volunteer Services will:**

1. Communicate any financial resources needed to effectively accomplish goals to CEO.
8. Set up working budgets for Foster Arizona programs and volunteer engagement needs

2. Keep accurate records of any purchases made and submit receipts in a timely manner to CEO.
3. Assist in yearly budget planning for Foster Arizona.

### **Foster Arizona Director of Program and Volunteer Services Skills and Qualifications**

1. Compassionate and able to relate to different clients with various needs
2. Strong interpersonal skills with proven ability to manage volunteers
3. Flexible and willing to pivot quickly as needed
4. Excellent in organizational and time management.
5. Effective communication skills
6. High critical thinking and problem-solving ability.
7. Able to multi-task and handle stressful situations
8. Respectful of team members, program participants, and community partners
9. Qualifies for or currently possess a fingerprint clearance card
10. Computer literacy; efficient in Excel, Word, Google programs and databases.
11. At least 1 year experience with the foster care population
12. Volunteer leadership experience preferred