

## **JOB DESCRIPTION**

**Job Title:** Volunteer Coordinator

**Accountable to:** Director of Support Services

### **Essential Duties & Responsibilities:**

1. Manages the recruitment, screening, orientation, placement, training, supervision and evaluation of ASF volunteers.
2. Coordinates volunteers at ASF sponsored events as needed.
3. Plans and implements volunteer recognition activities including an annual volunteer recognition event.
4. Maintains volunteer database including information collecting and reporting of hours of service.
5. Oversees volunteer support services for clients including but not limited to exercise programs, PAWS vet referral services, Hair Salon, and tax return assistance.
6. Supervises the front desk volunteer receptionists.
7. Supports fundraising activities of the organization by providing excellent client care; being a Community Ambassador – telling our story; recognizing and reporting opportunities; and supporting fund raising events.
8. Other duties as assigned by the Director of Auxiliary Services.

**Qualifications:** Two years volunteer coordination experience in the non-profit sector; strong leadership, community relations and communication skills including public speaking; self motivated and able to work with minimal supervision; ability to effectively time-manage and multi-task; can demonstrate creativity, strong writing skills, and innovation; ability to work as part of a team; needs to be available for occasional evening/weekend meetings and events; knowledge of HIV disease and experience working with HIV+ individuals preferred.

**Education:** High School diploma or equivalent is required; Bachelor's Degree is preferred.

**Supervisory Responsibilities:** Supervises volunteers and undergraduate interns.

**Certificates & Licenses:** The individual must have a valid class C driver license with current auto insurance. A Certification in Volunteer Management is preferred.



AIDS Services  
Foundation  
Orange County

**Salary &  
Benefits:**

Salary is commensurate with qualifications and experience. Benefits are as outlined in the Human Resources Policies and Procedures.

**HOW TO APPLY:** E-mail cover letter and resume to: [dmeier@ocasf.org](mailto:dmeier@ocasf.org)  
***ASF is an Equal Opportunity Employer.***

**[www.ocasf.org](http://www.ocasf.org)**



**ACKNOWLEDGMENT:**

I, (print name) \_\_\_\_\_ have read and understand the above job description and agree to comply with and be subject to its conditions. I understand that the Agency reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change. I certify that I am able to perform the job duties as described with or without an accommodation.

**EMPLOYEE SIGNATURE:**

\_\_\_\_\_  
Print Name Signature Date

**HR SIGNATURE:**

\_\_\_\_\_  
Print Name Signature Date