

Volunteer Coordinator Extraordinaire

Do you operate consistently from a place of positivity and gratitude, and have an endless supply of authentic expression of both? This may be the position for you! Stepping Stones Agencies is looking for an extraordinary person to join our amazing and hard-working team of associates!

Job Details:

Full-Time

Pay rate: \$15-\$18 per hour depending on experience and skill level

Benefits: Generous PTO policy; Simple IRA after waiting period; Health Reimbursement plan after waiting period.

Job Summary:

The Volunteer Coordinator administers all aspects of the agencies' volunteer program. This position is responsible for recruiting, onboarding, developing, and acknowledging our superhero volunteers.

About Stepping Stones:

Stepping Stones Agencies has operated in the West Yavapai area for 42 years. We are dedicated to ending violence/abuse in the family and promoting individual self-sufficiency, personal growth, self-worth and resiliency in the adults and children that we are committed to serve.

Primary areas of responsibility:

- Initial and primary contact for all volunteers.
- Communicates with all departments of the agency to identify available opportunities and needs for volunteers.
- Recruits volunteers to fit these roles using a variety of resources and techniques.
- Gathers information about each volunteers' skills, availability, and goals; matches volunteers with appropriate opportunities.
- Regularly communicates with volunteers to ensure position is a good fit, and to ensure a positive volunteer experience.
- Maintains all records and data concerning volunteer program.
- Coordinates volunteer recognition and appreciation events and activities.
- Design/maintain volunteer operating manual.
- Performs other related duties as required.

Requirements:

- Be on flexible time (nights and weekends) as needed for special events, hosting individuals or groups, and completion of special projects or deadlines.
- Be available to answer phone, texts, and emails when away from office as needed.
- Valid Arizona Driver's license, clean 3-year motor vehicle record, current personal auto insurance, and reliable transportation.

- Excellent creative writing skills, grammar, spelling, and math.
- Excellent computer skills – primarily with Microsoft office products including Word, Excel and PowerPoint.
- Practice of a high level of confidentiality.
- Able to pass various background checks and obtain Class One Fingerprint Clearance card.
- It's a plus to have knowledge of Adobe design products and/or experience in overseeing, hosting and leading trainings.

Attributes:

- Energetic and engaging personality with ability to make volunteers feel like they matter.
- Excellent interpersonal and coaching skills.
- Be actively involved in their own on-going wellness, personal growth, and development.
- Excellent time management, organizational skills, able to multi-task, and meet multiple deadlines.
- Able to mix challenging hard work with fun and creativity.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Able to lift, carry, load and unload 40 lbs.

How to Apply:

Email your resume to Denise at Denise@SteppingStonesAZ.org or you can stop by our Administration Office to pick up a job application. Job applications are also available on our website at <https://steppingstonesaz.org/get-involved/> and click the “Employment Opportunities and Job Application” tab.