



Volunteer Coordinator

Hours: 40 hours; Monday to Friday; 9:00 am – 5:00 pm (Must be available occasional weekends and evenings)

Salary Position: \$32,000- \$35,000 based on experience

The Volunteer Coordinator is an accomplished and seasoned professional position responsible for recruiting, managing, and retaining all Future for KIDS volunteers. This position manages large groups of volunteers in our programs, special events and camps. Candidate must have proven experience working and networking in the communities we serve. Strong leadership skills, time management and ability to reach goals are required.

Ideal candidate has a minimum of 2 years community relations experience in the Phoenix metro area. Qualifications require accuracy, organization, tech savvy, work well with a team, outgoing, strong interpersonal skills, and critical thinking skills. Individual must have a positive attitude and ability to make meaningful connections. Ideal candidate is a natural leader and can effectively provide direction to a team.

The Volunteer Coordinator will:

- Develop and manage a volunteer recruitment plan to reach goals
- Recruit, Manage and Retain Volunteer Mentors
- Schedule Mentors for training and assist in Mentor Training
- Maintain corporate and school relationships
- Identify new volunteer resources
- Maintain and grow FFK Ambassador Program
- Assist with Mentor evaluations at program sites as needed
- Provide support for FFK events
- Manage Camp and Event Volunteers
- Conduct site evaluations as necessary
- Make presentations to large groups, and represent Future for KIDS in public arenas

Qualifications:

- Experience managing volunteers
- Experience interviewing individuals
- Experience working with large groups and non-profit/education professionals
- Effectively use a database
- Strong personal and professional relationship management skills
- Strong leadership skills
- Reliable transportation
- Excellent organizational and communication skills
- Public Speaking
- Minimum Bachelor's Degree in Related Field
- Minimum of 2 years community relationship success

We are accepting accomplished professionals for this competitive position. If you fit this description of excellence, please send your resume and cover letter to: info@futureforkids.org