



**Monday, February 22, 2021**

**ANNOUNCEMENT: Tucson Audubon Society has an immediate opening for a fulltime Volunteer Program and Engagement Coordinator**

**DEADLINE TO APPLY: March 12, 2021, 5:00PM**

**APPLY THROUGH INDEED ONLY at: <https://www.indeed.com/job/volunteer-program-and-engagement-coordinator-4b784b15fd5c5c7b>**

**Title:** Volunteer Program and Engagement Coordinator

**Hours:** Full Time

**Reports to:** Community Engagement Manager

**Salary Range:** \$30,000 - \$33,000 a year

**Summary:**

The Volunteer Program and Engagement Coordinator reports to the Community Engagement Manager to lead the coordination of the volunteer program and Tucson Audubon's broader community engagement efforts.

As **Volunteer Program Coordinator**, this staff member will be responsible for volunteer recruitment, retention, and recognition. Responsibilities will include identifying volunteer service opportunities, relational support of volunteers, recognizing volunteer contributions, soliciting volunteer feedback, maintaining volunteer records, and producing communication materials. This position will also work closely with Tucson Audubon staff members to effectively integrate volunteers into their program areas. (75% of the position will be dedicated to the Volunteer Program).

Tucson Audubon's **Community Engagement** encompasses a wide variety of outreach and interaction with communities throughout Southeast Arizona with the goal of bringing Tucson Audubon's mission to as many people as possible. Specific programs include field trips, Birds & Community presentations (live and virtual), the Southeast Arizona Birding Festival, Birdathon, youth engagement, Paton Center, Community Science, Tucson Audubon Membership, and all other opportunities to connect with residents of and visitors to Southeast Arizona.

This position will also hold a unique role and responsibility for engaging Tucson Audubon's **IDEA (Inclusion, Diversity, Equity, Access) initiative**. The Volunteer and Engagement Coordinator will work directly with the IDEA committee and will help to set goals and determine

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best practices for broadening Tucson Audubon's inclusivity with intention. (25% of the position will be dedicated to Community Engagement and the IDEA initiative).

This position may also include opportunities to lead field trips, classes, and training as needed and desired. Emphasis is placed on planning, coordinating, communicating and managing logistics with groups small and large.

Tucson Audubon is an Equal Opportunity Employer. Our programs and employment are open to all. We value diversity and do not permit any discrimination against applicants, employees, or volunteers on the basis of race, ethnicity, national origin, gender, age, religion, sexual orientation, marital status, veteran status, medical condition, disability, or any other status protected by applicable law or statute in any of our policies or programs.

At Tucson Audubon, our commitment to Inclusion, Diversity, Equity, and Access (IDEA) goes beyond being in full compliance with employment law; Tucson Audubon actively cultivates a culture that embraces differences, with the commitment that everyone is a valued member of our team and is treated with respect and dignity. We intentionally work to foster a culture of inclusion with openness, honesty, visibility, creativity, and trust as core values.

#### **Breakdown of Responsibilities:**

- Builds strategic relationships to recruit and retain volunteers both informally through relationship building, and formally through volunteer interviews, for Tucson Audubon programs as needed and works with staff to place volunteers appropriately.
- Considers and plans for ongoing volunteer recognition, works with staff to address program volunteer recognition and also considers recognition organization-wide.
- Maintains communication with volunteers on a regular basis through various means (face/face, phone, email, Zoom, website, TAS communications, etc.), and is available for volunteers to contact if needed with specific questions or concerns about their roles or volunteering in general.
- Acts as point person for volunteers at Tucson Audubon events and attends events where volunteers are working (as appropriate); ensures volunteer recruitment is taking place to support events, supports staff to train volunteers.
- Manages and updates master list in database of current and prospective volunteers, including data entry work involving recording volunteer hours, recording volunteer interaction and follow-up, and pulling volunteer reports from the system.
- Conducts volunteer training including orientation to Tucson Audubon and ensuring understanding of volunteer commitment and organizational messaging.
- Works with staff to create and maintain appropriate collateral materials for volunteer recruitment (job descriptions, application forms, assessment sheets, emergency contact, volunteer handbook).
- May attend community events when relevant as a means to generate interest in volunteerism, and in Tucson Audubon in general.

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- Engages in self training by seeking out and using local resources to support volunteer management practices; keeps up with current volunteer trends and incorporates into volunteer program as appropriate.
- Develops and implements IDEA initiatives in collaboration with existing Tucson Audubon program areas.
- Supports other Tucson Audubon events as requested, and is required to support main Tucson Audubon functions as deemed appropriate by Program or Executive Director
- Utilizes a database to schedule and manage events, including registration of and communication with participants.
- Hosts online events via the Zoom platform managing all aspects of the event including support for presenters, presentation of power-point, interacts with participants.

**Work Environment and Physical Demands:**

- This position will require flexibility pertaining to office space. A combination of working from home with virtual meetings along with time at both the Mason Center and University Blvd. locations when appropriate.
- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- This position requires occasional outdoor work involved with supporting events or other engagements where volunteers are present.
- This position may require lifting heavy objects as needed to support program activities, such as tables, chairs or other off site presentation materials and should be able to lift up to 40 lbs.

**Education, Experience, & Competencies Requirements:**

- Bachelor's Degree or similar experience combined with education helpful
- Certificates completed in volunteer management helpful
- Excellent organizational skills and ability to address volunteer needs with a sense of urgency
- Attention to detail and quality is a must
- Self-starting and enthusiastic attitude with the ability to be flexible in order to address issues of importance as they come up
- Technical knowledge required including website updating, social media administration, database management, Zoom, and proficient in Microsoft Office/Google programs
- Good interpersonal skills and enthusiasm with volunteer engagement and ability to create positive rapport with all personality types
- Ability to make connections and establish partnerships with other organizations that can help support the program

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- Experience working with a non-profit or other volunteer management helpful
- Experience with public speaking and interpersonal networking helpful
- Understanding of and commitment to the organization's mission, goals, and values
- An interest in birds, natural history and conservation
- Ability to speak Spanish preferred
- Valid Arizona Driver's License

This job description is not designed to cover or contain a comprehensive listing of activities and details required for each duty listed above. Detailed work plans should be developed with the manager and designed around the duties listed above and should address program and organizational goals.

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***Do not call the Tucson Audubon office or send emails directly to Tucson Audubon staff.  
Thank you.***