



## **Volunteer Program Assistant**

**Department: Development**

**Reports To: Volunteer Coordinator**

**The Position:** Work with Volunteer Coordinator to assist in managing the volunteer program.

### **Responsibilities:**

- Assist in recruiting volunteers and advertising volunteer opportunities
- Assist in training volunteers at volunteer trainings
- Assist in managing the volunteer database and other track
- Special projects related to applicant's interest related to long term strategies and goals such as enhancing volunteer data tracking, volunteer evaluation, volunteer training program, etc.

### **Qualifications:**

- Interest in volunteer management and the nonprofit sector
- Willingness to work on projects with guidance from volunteer coordinator
- Efficient time management skills and ability to manage multiple projects/tasks
- Proficient in Microsoft Office
- Negative TB test
- Ability to pass agency criminal background check

**Time Commitment:** 5 +hours/week; at least 1 terms (3-6 months). Flexible schedule.

**Benefits:** Experience working in a mature and well functioning volunteer program. Understanding of the components necessary for a successful volunteer program. Knowledge of volunteer data tracking and record keeping. Knowledge of volunteer management best practices and experience in putting those best practices into the program.

For more information, contact: Byron Snapp, Volunteer Coordinator  
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