



JOB POSTING

VOLUNTEER MANAGER

The Aliveness Project is a thriving non-profit organization dedicated to supporting stability of health and wellness for people living with HIV/AIDS in Minnesota. Founded in 1985, Aliveness provides important supportive services such as food shelf, hot meals, case management, integrative therapies, and HIV prevention outreach/programming. In addition, Aliveness provides a physical space for people impacted by HIV to participate in educational programming, build skills and create community. We have a dynamic, mission driven staff, an atmosphere of learning and fun, and a dedication to providing a positive experience for all who walk through our doors.

Title: Volunteer Manager

Reports to: Development Director

Purpose: The Volunteer Manager is responsible for the recruitment, screening, training, placement, evaluation, and appreciation of all qualified volunteers for The Aliveness Project.

Responsibilities include:

1. Actively recruit volunteers using multiple channels and techniques
2. Provide orientation and training for new volunteers
3. Work in partnership with staff to develop and fill volunteer roles and provide ongoing support to staff who supervise volunteers
4. Assume duties and responsibilities of volunteers in the case of a last minute cancellation when another volunteer is unable to be identified
5. Work with Events & Digital Media Manager to develop volunteer plan for events and actively recruit and fill volunteer needs for Aliveness events
6. Provide ongoing volunteer communication and appreciation to retain existing volunteers
7. Develop and manage volunteer policies, procedures, and standards of volunteer service
8. Evaluate all aspects of the volunteer program to ensure effectiveness and recommend/implement changes as appropriate
9. Maintain accurate records on volunteers and timely reports on volunteer participation
10. Develop and oversee program budget

11. Actively participate in committees as necessary and appropriate
12. Other duties, as assigned.

Knowledge, Skills and Abilities:

1. Professional with a passion for the work of The Aliveness Project, and the ability to inspire others to get involved and stay involved with mission driven efforts.
2. Demonstrated leadership skills
3. Demonstrated capability to effectively communicate orally and in writing, including comfort and experience with speaking to groups
4. Ability to build partnerships with volunteer and other professional organizations to recruit and engage volunteers
5. Ability to manage large groups of volunteers
6. Computer skills including proficiency in Microsoft Windows/Office software including Word, Excel, Outlook, and PowerPoint, data entry, and internet usage
7. Organizational and planning skills
8. Ability to develop and manage budgets
9. Ability to manage, prioritize, and complete multiple tasks
10. Ability to manage stress in a proactive manner
11. Ability to work effectively with co-workers as a team

Education and Experience: B.A. or 2-year degree with a minimum of 2 years of related work experience required.

Hours: 40 hours per week, including some evening and weekend hours

Salary: Salary range is \$34,000 - \$38,000, depending on experience. Benefits include health insurance, holidays, and Paid Time Off (PTO).

To Apply: Send resume and cover letter to Jennifer Dieter at jenniferd@aliveness.org by Friday, May 10 at 4:00 p.m.

Equal Opportunity Employer

The Aliveness Project is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, and gender expression, religious creed, disability (mental and physical) including HIV, AIDS, and AIDS-related conditions, medical condition (including cancer and genetic characteristics), genetic information, age, marital status, sexual orientation, military and veteran status, or any other characteristic protected by federal, state or local law. People of color, women, trans and gender-nonconforming people, and applicants with backgrounds and lived experiences connected with The Aliveness Project's mission and/or who personally identify with the community groups we support are strongly encouraged to apply.