



# SAN FRANCISCO AIDS FOUNDATION

COMMITTED TO ENDING THE PANDEMIC AND HUMAN SUFFERING CAUSED BY HIV

JOB TITLE: Magnet Volunteer Coordinator  
REPORTS TO: Magnet Community Organizer  
STARTING SALARY: Commensurate with Experience

GRADE:  
STATUS: Regular Full-Time

## GENERAL SUMMARY

Under general supervision of the Magnet Community Organizer, responsible for recruiting, placing, training and supervising volunteers at Magnet. Magnet's Volunteer Coordinator is responsible for cultivating and managing community and professional volunteers, over-seeing Magnet's monthly volunteer orientation and quarterly trainings, placement of volunteers in various volunteer positions, and scheduling Magnet volunteers to ensure adequate coverage for each shift. Responsible to maintain a diverse pool of volunteers and continue to cultivate an environment among volunteers that is supportive and appreciative of their efforts. Volunteer coordinator will work closely with Medical Director and Clinical Supervisor to establish, maintain and enhance a licensed clinical volunteer program.

Volunteer coordinator will serve as Magnet liaison with internal and external IT partners to enhance the effectiveness of IT systems for staff, volunteers and clients.

## ESSENTIAL JOB FUNCTIONS

1. In collaboration with the Magnet Director, identify agency volunteer needs for clinical shift coverage, non-clinical services, and special event needs and recruit prospective volunteers from various target populations to ensure diversity in skill-set, language, ethnicity, age, gender, HIV status, and sexual orientation.
2. Respond to initial inquiries from prospective volunteers by interviewing, screening, and scheduling them for appropriate orientations.
3. Develops and maintains relationships with collaborating partners, professional organizations, and other agencies as needed.
4. The Volunteer Coordinator is also responsible for volunteer recognition activities, and annual evaluation of volunteer programs and services. Assists in maintaining a current and accurate database of active volunteers and for providing data and reports as necessary.
5. Schedule clinical volunteers as needed to ensure adequate coverage for each shift.
6. Duties will include liaison to medical and professional schools, hospitals, insurance and regulatory agencies (to eliminate barriers and create access to appropriate opportunities for Magnet licensed volunteers.
7. Work with hospitals, medical and nursing schools and the DPH as required to enhance opportunities and eliminate duplication of services and resources.
8. Coordinates external and internal recruitment and orientation of Magnet volunteers.
9. Act as liaison and maintain working relationships with the city of San Francisco's Department of Public Health, Schools of Public Health and Nursing in the SF Bay Area, and other professional providers to continue recruiting and training individuals for volunteer opportunities.
10. Identifies collaborating partners, develops and maintains relationships and scheduling of special events.
11. Manages community volunteer program, matching potential volunteers with appropriate volunteer positions
12. Identifies and tracks inactive and active volunteers.
13. Responsible for volunteer evaluation, recognition, and related professional development.
14. Ensure that the Magnet and Foundation are inclusive and supportive of volunteers with diversity of ethnicity, national origin, language, marital status, gender, sexual orientation, religion, age, ancestry, physical disability, medical condition, and veteran status.
15. Assist with the maintenance and update of the volunteer database.
16. Assist in preparing the monthly and quarterly reports that provide department details as requested by managers.
17. Work in collaboration with the Magnet Community Organizer in maintaining an on-going system for collecting and reporting monthly volunteer hours by department/unit.

18. Assist in maintaining a system for regular acknowledgement and appreciation of volunteers (i.e. listing volunteers on the Magnet web site, Birthday cards, etc.) for all Magnet volunteers.
19. Performs other related duties as assigned by management.
20. Assess current and potential IT needs and Magnet and communicate those with appropriate partners (ie SFAF IT department, HERO, LIO and ARIES leadership, SFDPH Clinical lab staff, etc). Follow up with staff and volunteers to insure effective and timely communication of problem resolution and system improvements.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

1. Knowledge of public health and volunteer recruitment /management best practices
2. Ability to recruit community volunteers that reflect the diversity of Magnet's customer population
3. Ability to conduct orientation and information sessions for new volunteers
4. Ability to identify and match volunteers' skills and interests with appropriate opportunities
5. Excellent computer skills, with proficiency in Microsoft Excel, Access, Powerpoint, and Outlook
6. Ability to use considerable judgment and initiative in course of executing responsibilities.
7. Excellent communications skills.
8. Ability to prioritize multiple tasks.
9. Ability to maintain confidentiality.
10. Ability to communicate with employees and other agency contacts in a courteous and professional manner.
11. Ability to maintain schedules.
12. Knowledge of general office practices and procedures.
13. Knowledge of written communication formats, business English, and composition.
14. Skill in operating various office equipment, such as personal computer, calculator, copy machine, facsimile machine, typewriter, and telephone system.
15. Ability to present oral and written reports.
16. Ability to use considerable judgment and initiative required establishing work procedures.
17. Ability to make decisions in accordance with established policies and procedures.
18. Ability to work comfortably with diverse populations, with sensitivity to issues concerning HIV and all disabilities.
19. Ability to perform routine bending/stooping while filing.
20. Ability to perform routine twisting/reaching while working at computer/desk.
21. Ability to perform routine walking/standing during course of day.
22. Ability to hear and speak well enough to converse over telephone 100% of the time.
23. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

## **EDUCATION AND EXPERIENCE**

One year demonstrated volunteer coordination experience including community organizing, project management and special events management; experience with health education and community organizing principles among gay men; experience with HIV risk reduction and substance abuse harm reduction helpful, but not required.

*The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and, skills required of personnel so classified.*

## **HIV & AIDS AT THE SAN FRANCISCO AIDS FOUNDATION**

The San Francisco AIDS Foundation recognizes the value of having significant representation of people living with HIV infection and AIDS in all departments and at all levels of staff and management. For this reason, the Foundation strongly encourages applications for employment from people with HIV/AIDS. The

Foundation provides several health care coverage options including an HMO plan with no pre-existing conditions clause for employees working 20 hours or more per week. All employees with disabilities, including people living with HIV infection, may request reasonable accommodation (as defined by the Americans with Disabilities Act and California Department of Fair Employment and Housing Act.)

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

We actively seek applications from people living w/HIV/AIDS & other disabilities, people of color, women, lesbians, gay men, bisexuals, and transgender. EOE

### **APPLICATION PROCESS**

Submit résumé and cover letter explaining experience with HIV and AIDS to:

**Human Resources ATTN: MCOJD**  
San Francisco AIDS Foundation  
P.O. Box 426182  
San Francisco, CA 94142-6182  
**PLEASE NO PHONE CALLS**

Or fax to: **Human Resources ATTN: MCOJD**  
415-487-3019  
Or Email to: [jobs@sfaf.org](mailto:jobs@sfaf.org)

**DEADLINE:**