

**Community Justice Board Volunteer Coordinator Position**  
**Special Staff Assistant**  
**Class Code 7020**  
**Salary DOE**

**SUMMARY:**

This appointed position, in the Pima County Attorney's Office, is responsible for the coordination of board meetings and volunteer placement for the Community Justice Board Program (CJB). CJB is a juvenile diversion program that recruits volunteers to work with at-risk youth. *This position is not merit protected.*

**DUTIES/RESPONSIBILITIES:**

- Support and coordinate multiple Community Justice Board meeting locations throughout Pima County
- Manage individual caseload of at-risk juveniles
- Identify and deliver recruitment presentations to neighborhood associations, coalitions, service clubs, and other community entities
- Schedule and conduct interviews for new volunteers
- Coordinate the processing of applications, fingerprinting, background checks
- Conduct volunteer orientation and coordinate logistics of quarterly training
- Create and implement, under the direction of the Community Justice Unit Supervisor, volunteer recruitment and retention strategies
- Coordinate volunteer appreciation events and other related retention activities
- Maintain the volunteer database
- Coordinate intern positions and duties

- Assist in other projects of the Community Justice Unit as needed

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree or equivalent work experience
- Position requires a valid Arizona Driver's License
- Position requires regular evening work

**PREFERRED QUALIFICATIONS:**

- Experience working in volunteer management
- Knowledge of the juvenile justice system
- Possess excellent written and oral communication skills
- Possess excellent organization and interpersonal skills
- Experience with Microsoft Word, PowerPoint, Publisher and Excel
- Experience in public speaking and meeting facilitation for both large and small groups
- Ability to work independently as well as in a team environment
- Bilingual

**HOW TO APPLY**

**Please send resume and cover letter to:**

**Pima County Attorney's Office  
Paula Johnson, Personnel/EEO Officer  
32 N. Stone, 19th Floor  
Tucson, Arizona 85701**

***Open until filled. First screening will commence on April 18, 2014.***