

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

SUMMARY:

This appointed position, in the Pima County Attorney's Office, is responsible for the coordination of volunteer recruitment for the Community Justice Board Program (CJB). The position involves recruiting, training and retaining volunteers; administering screening and background check procedures; public speaking and presentations; supervising and supporting Community Justice Board (CJB) meetings; maintaining volunteer databases. This position is not merit protected.

DUTIES/RESPONSIBILITIES:

- Supervise multiple Board locations throughout Pima County
- Delivers recruitment presentations to neighborhood associations, coalitions, service clubs, faith communities, universities, community college, and other community entities
- Coordinates the processing of applications, fingerprinting, background checks and interviews
- Conducts initial volunteer orientation and coordinates logistics of quarterly training
- Identifies and assesses neighborhood volunteer pools
- Recruits and maintains a staff of interns utilized for administrative duties, assisting various job functions of other CJB Coordinators
- Coordinates volunteer appreciation events and other related activities
- Creates and implements volunteer retention procedures
- Maintains the volunteer database
- Assist in other projects of the Community Justice Unit as needed

KNOWLEDGE AND SKILLS:

- Possess excellent communication and organization skills

and the ability to interact well with the public and volunteers

- Ability to consult and facilitate groups of volunteers
- Possess basic computer skills in Microsoft Word, PowerPoint, Access and Excel
- Ability to create and implement volunteer recruiting strategies
- Ability to present the Community Justice Board program to small and large groups ranging from 5 to 500.

OTHER REQUIREMENTS:

- Position requires a valid Arizona Drivers License.
- Must pass criminal background check.
- Position requires evening and weekend work.

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**

FIRST SCREENING WILL BE JULY 16, 2012.