



Connecting people of all ages to
a world of opportunities through
literacy and creative expression.

Job Title: Reading Seed Volunteer Manager

Reports to: Director of Children's Literacy Programs

Status: Full-time, Exempt

ORGANIZATION AND MISSION

Literacy Connects is a 501(c)(3) non-profit organization with a mission of *connecting people of all ages to a world of opportunities through literacy and creative expression*. The core values that influence our organizational direction are **opportunity, creativity and imagination, collaborative relationships, joy, and transformational learning**. We seek people who are passionate, committed to the mission, adaptable, willing to take initiative, collaborative, and joyful. We are positive and always try to work from a place of gratitude.

POSITION SUMMARY

As a member of the Children's Literacy Programs team, the Volunteer Manager plays a key role in program expansion by ensuring a high-quality experience for community members interested in contributing toward Literacy Connects' impact through volunteerism. As a forward-facing representative of Literacy Connects, the Volunteer Manager thrives on building diverse relationships through clear and inspiring communication. The Volunteer Manager works collaboratively across the organization to ensure volunteers feel prepared, supported, and connected to Literacy Connects' mission and values.

ESSENTIAL FUNCTIONS

- Volunteer Recruitment & Outreach
 - Design and oversee the execution of an annual volunteer recruitment plan aligned with program expansion goals
 - Seek opportunities to present at community and school events
 - Respond to volunteer inquiries and maintain an active interest list
 - Schedule and facilitate volunteer information sessions
- Volunteer Onboarding & Compliance
 - Support volunteers with background checks, fingerprinting, and IVP clearance processes
 - Liaise with school districts to ensure compliance with placement requirements
 - Ensure accurate documentation and compliance with organizational policies and school district requirements
- Volunteer Engagement & Retention
 - Plan volunteer appreciation and recognition initiatives
 - Improve systems for timely volunteer communications
 - Oversee the monthly Reading Seed program newsletter
 - Collect volunteer stories and testimonials for communications and development efforts
 - Perform volunteer observations at program sites for quality and improvement
 - Oversee offboarding processes, including exit communications and database updates
- Data Management & Reporting
 - Maintain accurate volunteer records
 - Track and report volunteer metrics



Connecting people of all ages to
a world of opportunities through
literacy and creative expression.

QUALIFICATIONS

- Commitment to Literacy Connects' mission and core values
- Strong interpersonal skills with the ability to build positive relationships in diverse community settings
- Excellent written and verbal communication skills
- Highly organized with strong time management and follow-through
- Proficiency with CRM/database systems (DonorPerfect, Salesforce, or similar)
- Familiarity with Project Management Software
- Ability to manage multiple priorities in a fast-paced, collaborative environment
- Creative and able to take initiative
- Comfort navigating sensitive conversations and providing constructive feedback
- Reliable transportation and ability to travel throughout Pima County

COMPENSATION

Literacy Connects offers a salary range of \$45,000 - \$54,000 based on education, experience, and commensurate with similar non-profits. This position includes a competitive benefits package holidays, vacation and sick time. Occasional weekend and evening hours will be required. Some remote work is available.

Hours: Literacy Connects is open 9 am to 5 pm, Monday to Friday. Occasional weekend and evening hours will be required.

To Apply: Send cover letter and resume to: HumanResources@literacyconnects.org

Website: www.literacyconnects.org

NON-DISCRIMINATION POLICY

Literacy Connects is an equal opportunity employer and prohibits employment (be it as a volunteer or paid staff) discrimination based on race, color, sex, marital or familial status, sexual orientation, gender identity, age, religion, veteran status, national origin, ancestry or disability.

EQUITY, INCLUSION AND DIVERSITY STATEMENT

As an organization that values equity and social justice, Literacy Connects strives to be a place where all feel welcome, regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. We work to champion social justice initiatives and advocate for our community, and to continue to grow as an organization and individuals. It is our diverse community that makes us who we are, and we stand against any and all discrimination, racism, and hatred.