



Volunteer Opportunity: True Vision Ghana Volunteer Coordinator

April 2013

True Vision Ghana (TVG) is a non-profit organization working to promote the realization of rights of underprivileged children impacted by HIV/AIDS. We hope to reduce the impact and stigma of HIV/AIDS in Ghana and to support those impacted by HIV/AIDS to live in dignity with equal access to resources and treatment. In Ghana, TVG helps to reduce the impact of HIV/AIDS through community capacity-building including treatment, prevention, education, and the economic empowerment of youth and caregivers in Northern Ghana. In Canada, TVG is a volunteer-run organization that works to raise money to support True Vision Ghana to achieve their mission and vision.

We have opportunities for you to support this important work connecting local initiatives to global issues! In Canada, True Vision Ghana is currently looking for a **Volunteer Coordinator** to work closely with our team to recruit and manage volunteers.

Qualifications:

- Experience or interest in nonprofit volunteer management.
- Outgoing and effective communicator.
- Well-organized and able to articulate and manage expectations and outcomes.
- An interest in, commitment to, and passion for the shared goals and vision of TVG Canada and the TVG field team in Ghana.
- An understanding of, and ability to communicate, issues related to HIV/AIDS.

Deliverables / Responsibilities:

- Identify and recruit potential new volunteers.
- Match volunteers' skills with open positions in the organization.
- Create volunteer contracts and manage volunteer expectations.
- Conduct 3-month and annual reviews to assess volunteers' engagement, comfort in their position, and commitment.

Time Commitment:

Minimum 2 hours per week with a commitment to stay in the role for one year. Hours are highly flexible and can be completed from home and on your own schedule.

Accountability:

The TVG Volunteer Coordinator will be accountable to the Canadian Director, Evelyn Tanaka, who will support and oversee volunteer recruitment and the work of other volunteers.

Benefits & Recognition:

- You will have the opportunity to develop your human resources and volunteer management skills, share your perspectives and passion for HIV/AIDS prevention, and engage Canadians in valuable conversations on this important global issue.

- You will be credited as TVG's Volunteer Coordinator and, after 4 months, TVG board members can, upon request, provide a letter of recommendation and serve as a reference if appropriate.
- You will connect and network with other individuals who share your passion for social change.

Contact:

If interested, please submit a short (250 word) statement of interest as well as a short description of your qualifications to the TVG Canada Board of Directors at canada@truevisionghana.org. Please contact the board if you have any questions.