

UNION SETTLEMENT

Position: Volunteer Coordinator
Department: Senior Services
Reports to: Deputy Director of Senior Services
Hours: Full-Time

Position Summary:

Under the supervision of the Deputy Director, the Volunteer Coordinator is responsible for the recruitment, screening, and placement of volunteers throughout the Senior Services Program. Additionally, in collaboration with senior center coordinators, as well as the Meals on Wheels and Transportation Coordinator, the Volunteer Coordinator will provide volunteer supervision, and gather and report units of volunteer service. The Volunteer Coordinator will also manage the activities and administration of the Friendly Visiting Program.

Responsibilities:

- Identify specific volunteer opportunities within Senior Services and develop appropriate volunteer opportunity descriptions.
- Recruit volunteers through a wide spectrum of sources (i.e. senior centers, WEP, FECS, DFTA, Title V, Easter Seals).
- Develop and cultivate agency contacts to increase number of volunteers.
- Develop recruitment materials, such as brochures and fliers.
- Develop tools and instruments to track volunteer activities and time given to agency activity. Gather and report data on a monthly basis.
- Design or locate training resources to develop volunteer skills, as needed.
- Plan and execute regular volunteer meetings and appreciation events and activities.
- Develop specific volunteer opportunity descriptions for Friendly Visitors and Senior Chat volunteer program.
- Recruit, screen, select, assign, and manage Friendly Visitor and Senior Chat volunteers.
- Maintain all necessary volunteer, client, and program records.
- Conduct regular volunteer meetings to assess volunteer assignments, placements, and appropriate reassignments.
- Represent the agency as necessary in meetings and in the community.
- Develop and maintain liaisons with other agencies.
- Attend appropriate training programs and meeting.
- Additional duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree in Social Work, Human Services, or related field; or two years of college and two years demonstrated experience working with aging populations.
- Bilingual (English/Spanish) required.
- Strong verbal, written, clerical, organizational and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging and constantly changing environment.
- Excellent computer skills.
- Excellent interpersonal skills.

To Apply:

Please send cover letter, resume, salary requirements, and contact information for at least three professional references to:

jobs@unionsettlement.org

Please indicate Volunteer Coordinator in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER