



## EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at [www.unionsettlement.org](http://www.unionsettlement.org).

**Position:** Volunteer Coordinator  
**Department:** Senior Services  
**Reports to:** Deputy Director of Senior Services  
**Hours:** Full-time  
**FLSA:** Non-Exempt

### Position Summary:

Union Settlement Senior Services seeks a talented, creative individual to be the Friendly Visiting Volunteer Coordinator for the Meals-On-Wheels Program. The Union Settlement Senior Services Volunteer Coordinator will be responsible for the day-to-day management of the Senior Services Volunteer Program. S/he is the primary person responsible for the administration and management of all volunteers within Senior Services. S/he will work collaboratively with the Union Settlement Development Associate for Volunteer Relations, five senior centers, NORC, and the Meals on Wheels Program.

### Responsibilities:

- The Volunteer Coordinator will work in each of the centers in collaboration with the Center Coordinator to enhance volunteer services.
- Track, Input, and submit volunteer hours and generate the monthly report into the volunteer database.
- Collect, record, and sort Senior Center volunteer hours, Friendly Visiting logs, Senior Companion time sheets, and Easter Seal time sheets into appropriate volunteer folders.
- Oversight and timely collection of Easter Seals, Maturity Works, and other agency timesheets.
- Relay urgent programmatic issues to supervisor.
- Perform Administration duties when necessary.
- Additional duties as assigned by supervisor.

**Qualifications:**

- Excellent organizational, verbal, written, and interpersonal skills.
- Excellent computer skills.
- Strong problem-solving and decision-making skills.
- Demonstrated capacity to be a team player.
- Demonstrated ability to perform multiple tasks effectively in a fast-paced, challenging, and constantly changing environment.
- Bilingual (English/Spanish) a plus.

**To Apply:**

Please send Cover Letter, Resume, Salary Requirements, Writing Samples, and References to: [seniorservicescareers@unionsettlement.org](mailto:seniorservicescareers@unionsettlement.org) .

Please indicate Volunteer Coordinator in the subject of e-mail.

**UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER**