

Volunteer Coordinator Position Available

Job Summary: Coordinates Eastside Friends of Seniors volunteers through recruiting, interviewing, training, and scheduling of volunteer workers. Ensures that the activities of the volunteer workers meet the needs of the organization. Promotes Eastside Friends of Seniors in the community.

Schedule: 15 hours per week, flexible.

Wages: \$13.50 - \$14.00/hour, based on experience.

Location: Must meet once a week in our Sammamish office; work may be completed in the office, or from home, as well as out in the community.

Responsibilities:

Establishes, develops and maintains relationships with volunteers

- Recruits volunteers, especially from community groups, to make volunteering a part of their ministry, community services, or mission
- Assigns volunteers to meet program needs in a way that is appropriate to volunteers' interests and skills
- Corresponds with volunteers as needed to maintain their relationship with program
- Follows up on leads for potential volunteers
- Develops and implements volunteer recognition program

Implements agency risk management program with respect to volunteers:

- Screens, selects, evaluates, counsels and takes disciplinary actions with regard to volunteers, to ensure these individuals meet agency values and policy
- Inspects vehicles for safety

Manages volunteer record-keeping

- Generates reports on volunteer activities for the Board of Directors and funders upon request
- Sends out Volunteer Assignment Forms and ensure they come back signed
- Inputs both matched and unmatched volunteer assignments in data base
- Tracks volunteer activity in data base
- Reminds volunteers to complete and return time sheets
- Develops and implement evaluation instruments for individual volunteers and the volunteer program as a whole

Coordinates responsibilities with client services and overall agency activities

- Works cooperatively with staff to match volunteers with clients requesting services.
- Attends and participates in agency staff meetings as a team member

Other Duties As Assigned

Requirements:

- Familiarity with the field's concepts, practices, and procedures, and agency mission and values
- Experience and judgment to plan and accomplish goals
- Ability to perform a variety of tasks – a wide degree of creativity and latitude is expected
- Bachelor's degree or equivalent combination of education and experience
- The ability to communicate with, supervise and empower volunteers to be effective in their roles; experience with volunteers given preference.
- Computer literacy – ability to use word processing, spreadsheet, email, and database software
- The ability to work cooperatively with different types of personalities
- Ability to lift 20 pounds
- Ability to work irregular and flexible hours, including occasional nights and weekends

To apply:

Please submit a resume and cover letter, by December 26, 2013, via email to:
Claire Petersky, Executive Director, at Claire@eastsidefriendsofseniors.org