



Volunteer Coordinator /Administrative Assistant

Position Description

Updated 2-10-2020

Description of Duties:

The Volunteer Coordinator/Admin Assistant will be responsible for all aspects of managing more than 400 volunteers and will take on a variety of administrative roles. The individual will work closely with other staff and will be an integral member of this small staff.

Supervision:

Work under the direct supervision of the Executive Director.

Duties will include, but are not limited to:

- Recruit and orient all volunteers.
- Organize initial and on-going training and meetings for volunteers.
- Coordinated quarterly volunteer interest meetings
- Be responsible for assisting with the training of all drivers in coordination with the Transportation Coordinator.
- Assist with the training of Hosts in coordination with the Activities Coordinator when needed.
- Schedule all volunteers (with the exception of drivers & hosts).
- Facilitate Newcomer Orientation Monthly Meetings.
- Involve Membership/Outreach Vice President on Outreach events.
- Be present at all events to oversee volunteers.
- Provide on-going support and recognition programs for volunteers.
- Plan and organize yearly volunteer appreciation event.
- Maintain required documentation for volunteers.
- Maintain and distribute a calendar for volunteers in the dining room. Make sure a copy is sent to the Kitchen Coordinator.
- Conduct Intake calls for MOW client assessments and qualification with some assistance from trained volunteers.
- Maintain MOW route assignments and volunteer MOW drivers.
- Coordinate Outreach Activities/Events within the community. i.e. Shop Ex, Artfest. Volunteer Fairs, etc.)
- Be back-up to Front Desk Coordinator for answering phones and greeting visitors/members.
- Be responsible for data entry of participation statistics for the Center.
- Prepare various monthly reports.
- Assist with administering and record keeping of activities and programs.
- Handle Petty Cash Reimbursements as needed.
- Be responsible for social media presence (i.e.: Facebook, Instagram, Twitter, etc.) with assistance of Activities Coordinator
- Balance cash register at the end of every business day (shared duties with other staff members).
- Assist with events and programs as needed.
- Other administrative roles include supply orders and maintaining equipment.
- Maintain inventory of medical equipment.
- Coordinate/Update with daily Volunteer Receptionist on tasks for the day.
- Supervise coordination and set up of Center's decorations.
- Supervise coordination of crafts for annual craft show, baby shower and cancer closet.
- Other duties as assigned.

Qualifications:

- Be able to multi-task in a fast paced and constantly changing environment.
- Have strong interpersonal and leadership skills.
- Be highly motivated and goal oriented.
- Be a self-starter who takes initiative to do whatever is necessary.
- Have worked in an office environment with experience in recruiting, human resources, or marketing.
- Demonstrate ability to develop, lead and mentor a team.
- Must be proficient with Microsoft Word, Excel and Outlook. Publisher experience preferred.
- High school diploma required and college experience preferred.

Physical Requirements:

- Ability to lift a burden of 25 lbs. or less.
- Ability to conduct activities involving simple grasping, fine manipulation and gross motor skills.
- Ability to participate in conversations in person or via phone or hand held radio, and distinguish signals including alarms, emergency whistles, equipment malfunction signals, and similar alerts.
- Ability to visibly distinguish circumstances, situations, written material, and other details within the environment at distances both near and far.
- Mobility to move to and from points inside and outside of the Senior Center.

Other Requirements:

- Ability to interact with general public and members of the organization.
- Ability to work well with other staff in dealing with unexpected situations and challenges.
- Ability to remember processes and procedures for dealing with complex situations and challenges.
- Problem solving skills helpful in responding to unanticipated circumstances and challenges.
- Mathematical reasoning, analytical skills and abilities necessary to prepare, maintain and analyze operations and activity records, budgets, and cash flow.
- Ability to read and understand materials, and compare information or instructions in written form.

Position Description:

Position descriptions are dynamic documents, meant to be updated and revised continuously, based on the programs and services we offer. We encourage you to offer suggestions for improving your effectiveness and the design of your position by speaking with your supervisor

- I have received a copy of the Employee Handbook.
- I have received a copy of the Center's By Laws.
- I have read the job description for the Volunteer Coordinator/ Administrative position and have had all my questions answered in regards to the job duties, responsibilities and requirements.

Signature: _____ Printed Name: _____

Date: _____