

Activities and Volunteer Coordinator

Part Time 19 hrs per week @ \$20 pre hour

Position Description:

Works under the supervision of senior staff in the Ann Scully Senior Center. This position develops activity descriptions by creating clear, realistic expectations and smart goals for the activities. Monitors regularly scheduled activities performing periodic evaluations for participant satisfaction. Effectively communicates activities with individuals and groups by establishing regular written and electronic communications and through the use of a monthly newsletter column.

Oversees volunteers by: recruiting and provides training, and match opportunities that are the interest of the volunteers. Maintains written volunteer job descriptions and reports volunteer hours in addition to establishing rewards and incentives for volunteer participation. Coordinates and implements volunteer appreciation events.

Acts as the liaison between the volunteers and senior staff. Holds quarterly meetings to communicate updates; promote best practices in client services. Hours are flexible as there will be different opportunities to go on field trips, shopping, concerts, plays, museums, etc. Some weekends days may be required, depending on events.

Education and Experience

Associates degree plus two years working with seniors, or, five years in social services, health or a related field with seniors; or an equivalent combination of education and experience. Specific experience of working with seniors strongly desired.

Special Requirements

Valid motor vehicle operator's license, certifications in First Aid, C.P.R., and Defibrillation preferred and capability to handle the practice of them. Candidate should have compassion for the elderly and the ability to interact with the elderly in an empathetic, compassionate, and sensitive manner. Common sense of limitations of individual senior clients is necessary, per activity. Candidate will have long walking distances and some heavy lifting above 20 lbs. Must be capable to practice any emergency situation, such as CPR, or defibrillation.

A physical and CORI check will be required.