



**NOTICE OF VACANCY
September 11, 2015**

POSITION: Volunteer Coordinator

DEPARTMENT: Council on Aging

SALARY: \$19.47 - \$20.67 per hour / part-time 18.5 hours

HOURS: 4 days of 4+ hours each, including Friday, some flexibility

The Volunteer Coordinator-Council on Aging is responsible for recruiting, coordinating, supervising and scheduling volunteers at the Callahan Center for a variety of social, recreational and educational programs offered through the Council on Aging. The Volunteer Coordinator works under the supervision of the Activities Manager. Specific responsibilities are as follows:

1. Advertise for volunteers, using a variety of media.
2. Interview prospective volunteers, contact references, submit CORI forms.
3. Recruit and assign volunteers to fill needed positions within the center, on the basis of program needs and volunteer interests and skills.
4. Supervise volunteers, ensuring adequate technical assistance, training and support.
5. Design volunteer activities including annual Volunteer Recognition Event and regular meetings.
6. Develop volunteer opportunities to connect with seniors in the community.
7. Coordinate the supplies and activities related to the Community Services projects and arrange for distribution of items to external groups.
8. Maintain organized files of all volunteers, including those supervised by other staff.
9. Assist other staff members with recruiting volunteers for other programs at the Center.
10. Provide monthly and annual reports to the Director of elder Services.
11. Assist with other activities and programs of the Callahan COA as required.

Qualifications include:

- Minimum of Associate's Degree in Human Services, preferably in Social Work, Gerontology, or Health Administration or its equivalent in experience, see below.
- Three or more years experience working directly with seniors in a community setting or directly related experience and one year working with volunteers.
- Strong supervisory, organizational, written and oral skills.
- Experience with Microsoft Word, Excel and web-surfing preferred.
- Knowledge of community resources available to the aging

Please visit our website:

<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>

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