

Mt. Si Senior Center
Volunteer Coordinator
Part-Time (20 hours per week), Non-exempt
\$25.00 – \$27.81 Hour, Depending on Experience



POSITION SUMMARY: Under the supervision of the Program Coordinator, the Volunteer Coordinator will be responsible for connecting seniors and community members with opportunities to volunteer at Mt. Si Senior Center to further our mission. We have over 100 volunteers filling a wide variety of roles including assisting with our daily operations, facility maintenance, landscaping, leading activities and programs, administrative duties, fundraising, marketing, database work and more. The Volunteer Coordinator will provide oversight, leadership, and development in all aspects of the volunteer program including recruitment, interviewing, orientation, training, and evaluating volunteers and managing volunteer award programs and appreciation events.

The ideal candidate for this position is a self-starter who is excited to get out into the community to pitch volunteering at the senior center, have innovative ideas on how to promote volunteering, and can still manage scheduling, training, paperwork, and reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Recruit, inspire, engage, and mobilize volunteers for a variety of roles within the organization.
2. Process volunteer applications and background checks.
3. Ensure information on available volunteer assignments, orientation materials, and information about RSVP insurance are up to date and provided to all volunteers.
4. Coordinate volunteer schedules to optimize coverage as needed in various areas of the organization's operations including programs, administrative, and fundraising operations.
5. Update and maintain volunteer scheduling application, SignUp Genius.
6. Collect volunteer information on availability, skills, and preferences for assignments to ensure optimal satisfaction and retention.
7. Communicate with volunteers on a variety of topics including schedules, training, change to policies, best practices, events, etc.
8. Chair the Volunteer Programs Committee, which meets monthly
9. Oversee the implementation and further development of the Volunteer Improvement Plan to recruit, engage, and retain high-value volunteers.
10. Create and maintain an outreach plan to recruit volunteers, working through community organizations, churches and businesses, and online volunteer recruitment platforms among other methods of recruitment.
11. Keep new and existing volunteers informed about opportunities within the organization.
12. Coordinate with program managers and coordinators to ensure their volunteer needs are met.
13. Monitor volunteer compliance with MSSC policies and procedures and implement performance improvement plans as needed to rectify any issues identified with execution of assigned duties.
14. Assist in reporting requirements and monitoring compliance with affiliate/ RSVP expectations.

15. Maintain/ update volunteer Program Guide and Handbook, copy and assemble materials, schedule meeting and training spaces, and order supplies to support all aspects of general volunteer orientation.
16. Conduct volunteer satisfaction surveys, analyze results, and compile related reports to inform Volunteer Improvement Plan development and implementation.
17. Ensure training for volunteers in all other areas of service is completed by the appropriate manager and maintain training records, update manuals/ checklists to support a complete understanding of operational procedures for that area of service.
18. Coordinate volunteer appreciation activities and events.
19. Participate in training to further one's own understanding, knowledge, and skills relating to volunteer coordination.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skills, abilities and attributes required.

1. Educational background or experience working with people in a client-focused position.
2. Experience organizing events.
3. Proven ability to coordinate volunteers to achieve a programmatic or operational goal.
4. Ability to respond to multiple demands in a courteous and effective manner.
5. Excellent written and verbal communication skills.
6. Strong organizational skills.
7. Ability to motivate self, complete tasks in a timely manner, manage multiple priorities in a busy environment and produce work that is consistent in quality and quantity.
8. Ability to understand relationships between tasks and intended outcomes.
9. Ability to inspire others, foster growth and development, and motivate others.
10. Work effectively with a variety of people and personalities.
11. Demonstrated ability to achieve results through collaboration and leadership.
12. Ability to maintain confidentiality.
13. Experience with data entry, generation of reports with relevant computer skills to same.
14. Technically proficient with a range of PC programs including word processing, spreadsheet, email and scheduling programs (i.e. Word, Excel, Outlook). Familiar with presentation software (PowerPoint).
15. Proven ability to work with database programs.
16. Experience creating promotional materials (flyers, content for social media posts, website, etc.)
17. Experience relating to diverse groups of people in a respectful manner regardless of their backgrounds and lifestyles (e.g., diverse levels of income, physical ability, education, language, etc.).
18. Ability to work flexible hours, some nights and weekends.

PREFERRED QUALIFICATIONS

19. Bachelor's degree preferred.
20. Educational background and experience in a relevant field (i.e. marketing, management, communications, planning, human resource management, volunteer management, and/or organizational development.)
21. Three years or more experience working with volunteers and knowledge about volunteer engagement and management or in membership coordination or services.
22. Direct experience working with elderly populations or persons with disabilities.
23. Experience with using publishing software and graphics to create effective written communications or promotional materials or ability to quickly learn.

OTHER REQUIREMENTS

20. Available to attend meetings, functions, and events after normal business hours on occasion.
21. Valid Washington State driver's license and access to an insured vehicle.
22. New employees are subject to criminal background checks.

SALARY & BENEFITS:

This is a part-time, hourly, non-exempt position. We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive compensation and benefits package including paid vacation, and the opportunity to participate in our 401(k) plan. To learn more about us, please visit our websites at www.MtSiSeniorCenter.org.

HOW TO APPLY:

If you are interested in applying for this position, please submit an application, cover letter, and wage requirements. A resume may also be submitted. Your application packet is to be emailed to Susan@MtSiSeniorCenter.org using the subject line: "MSSC Volunteer Coordinator position".

Qualified applicants will be contacted for our screening process and possible interview. **No calls please.** This position will remain open until we find the right person to become this dynamic member of our team.

ORGANIZATIONAL OVERVIEW:

Mt. Si Senior Center has been serving the needs of seniors in the upper Snoqualmie Valley as a 501(c)(3) since 1979. The Center enhances the quality of life for older adults in the Snoqualmie Valley by providing a comprehensive network of services including health and wellness checks, fitness classes, information and assistance, social and recreational opportunities, educational programs, volunteerism, housing, and transportation. We are proud of the work we do and have a passion for helping people. We seek a grant writer to become an integral part of our dynamic and growing organization.

Mt. Si Senior Center is an equal opportunity employer. The agency does not discriminate on the basis of race, color, gender, socio-economic status, marital status, national or ethnic origin, age, religion or creed, disability, or political or sexual orientation.