



Volunteer Coordinator
Manchester, MO (63011)

8:00 a.m. – 4:30 p.m. (40 hrs./wk.) Mon-Fri

General Description:

- Coordinates and facilitates volunteer program operations. Provides guidance to Agency staff regarding the management and oversight of the Agency's volunteer workforce for programs such as Home-Delivered Meals, evidence-based wellness, Senior Medicare Patrol, Telephone Reassurance, and others.
- Review, update and develop Agency volunteer programs while recommending and developing ongoing ideas for utilization of volunteers
- Collaborate with Agency management and staff to determine volunteer program needs and develop a plan to meet those needs
- Works with **Aging Ahead** management as well as community leaders/partners to identify, develop and execute meaningful service opportunities
- Coordinate volunteer recruitment in conjunction with Agency staff, overseeing the recruitment process including relevant material development and distribution
- Develop and coordinate a volunteer onboarding program including oversight of volunteer background check processing, training and communications
- Facilitate **Aging Ahead** staff trainings to assure consistent volunteer onboarding practices to ensure that safety and quality standards are met
- In conjunction with other staff, maintains a computer database for recordkeeping and volunteer information
- Responsible for recording impacts and contribution of volunteer efforts to **Aging Ahead**
- Solicits and collects volunteer input and feedback that will assist in monitoring volunteer programs and volunteer satisfaction
- Develop and facilitate volunteer retention and recognition practices/events in conjunction with Agency staff
- Participates in Agency and local community events
- Writes volunteer program articles and blogs, as needed
- Supports a welcoming, collaborative, and respectful environment in words and actions that encourages inclusion and representation for all community members, clients, and fellow employees



Requirements:

- **Education and Experience:** Bachelor's Degree in related field highly preferred with at least two years of management experience. Experience in nonprofit volunteer recruitment and retention preferred.
- **Knowledge, Abilities and Skills:** Excellent verbal and written communication skills. Excellent organizational skills and attention to detail. Strong coordination and planning skills. Ability to coordinate a variety of functions and handle multiple projects concurrently. Strong leadership and relationship building skills with the ability to motivate and encourage others. Proficient in spreadsheet, word processing, and database applications. Experience with Constant Contact or other relationship building software preferred.
- **Physical Demands:** The ability to lift 40lbs floor to waist and carry 25lbs for up to 50ft.
- **Other:** Local travel is required, must have a valid driver's license and must have or be willing to obtain a class E driver's license. Must have dependable transportation, and automobile insurance as required by the State of Missouri. Must have or be willing to obtain fully vaccinated status against COVID19.

Benefits Package:

- \$48,880.00 Annual Salary (40hrs./wk.)
- Medical, PPO or HSA
- Dental
- Excellent retirement savings plan
- 13 Paid Holidays
- 17 Days PTO
- Life insurance with buy-up options
- Employer paid short-term disability
- Employee Assistance Program

Interested in this position?

Contact H.R. Specialist Laura Reich

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EOE