

Wood County Committee on Aging, Inc. Position Description

Position: Volunteer Coordinator (Full-Time 40 hours/week)
Index Number: 701

Reports to: Lead Site Manager

Purpose: Recruit, train, recognize and retain volunteers for all sites and events.

Responsibilities to include but not limited to:

1. Recruit, provide orientation/train, recognize, and retain volunteers for all WCCOA locations, based upon current agency and community needs.
2. Maintain volunteer database to document volunteer support and impact, as required. Maintain volunteer contact information and required documentation as required by applicable regulations.
3. Coordinate with Senior Center Site Managers, Lead Site Manager, Director of Social Services, Director of Programs, and the Director of Food Service to ascertain skills needed and recruit volunteers as needed for specific areas within the agency, including episodic events.
4. Provide direct support or coordinate coverage for open volunteer shifts at every site as needed to ensure uninterrupted service delivery.
5. Coordinate and facilitate registration for the annual AARP Income Tax Aide preparation program with designated AARP volunteers and the Administrative Assistant.
6. Maintain and provide up-to-date and current volunteer resource list and schedule which can be referenced as needed. Maintain a schedule of back-up volunteers for home-delivered meal routes and evening meal coverage at all sites/locations, including the Production Kitchen.
7. Network with community groups, organizations, local schools and colleges/universities throughout Wood County to promote WCCOA volunteer opportunities.
8. Publicize volunteer needs and opportunities through WCCOA newsletter, social media, and media channel.
9. Develop, coordinate and implement an annual volunteer recognition event in April annually and other acts throughout the year to thank our volunteers including but not limited to handwritten notes, social media and newsletter spotlights.
10. Review annually and update, as needed, the written volunteer manual to ensure compliance with applicable regulations.
11. Facilitate programs and events conducted in the evenings and on weekends, as assigned. Assist with facilitation of volunteers at special events, as assigned.

12. Obtain ServSafe certification and remain compliant, available to fill in at the kitchen and all sites on an as-needed basis to help prevent service disruptions.
13. Attend and participate in staff and network meetings, training, webinars and conferences for professional development, as approved.
14. Perform other duties as assigned.

Qualifications and Essential Skills:

Education requirements: High School diploma required. Computer knowledge and proficiency required. Must demonstrate effective communication skills, both written and oral. Must be proficient with basic computer use including Microsoft Office, Google Suite, and Canva. Must have the ability to function independently or as an active team member in all departments. Must possess proven organizational skills and ability to meet assigned deadlines.

Minimum Requirements:

Must have a proven record of working harmoniously with older adults as well as colleagues. Must be eligible for bonding and insurable under agency policy. Must possess a valid Ohio Driver's license with proof of auto insurance (state minimum). Must meet the requirements contained in Ohio Administrative Code (OAC) 173-3-06.6 (B)(3). Compliance shall be reviewed not less than annually. Must successfully complete Bureau of Criminal Investigation (BCI) records check, as defined in OAC 173-9-01.

Abilities Required:

Must demonstrate fluency in English, both written and oral. Must be able to lift a minimum of 50 pounds consistently.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of this position. This description shall not be construed as declaring the specific tasks and responsibilities. It is not intended to limit, or in any way modify the rights of any supervisor to assign, direct, and control the work of employees under their supervision. The use of this expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Note: Responsibilities are not listed in any defined order or priority but are requirements of the position.