

Senior Center Job Description

4/21/14 draft

Job Title: Senior Center Volunteer Coordinator

Qualifications:

Excellent communication skills
Excellent organization skills
Ability to take initiative and work independently
Bachelor's degree preferred or applicable job experience

Job Summary

The Senior Center Volunteer Coordinator, under the direction of the Senior Center Board, complements and coordinates with Senior Center Activities Director by building up and managing the Center's volunteer base. She or he displays the patience and understanding required for working with senior volunteers. The Senior Center Volunteer Coordinator is a Town of Charlotte employee.

Specific Duties and Responsibilities

- 1) Organize and maintain a database of volunteers and volunteer skills.
- 2) Solicit and encourage volunteers; and train, or arrange training for, kitchen duty, hosting and other volunteer activities.
- 3) Ensure that volunteers' needs (e.g. for meaningful work, training and recognition) are met.
- 4) Maintain schedules of volunteer assignments for kitchen, hosting, and other duties.
- 5) The Volunteer Coordinator is responsible for meeting the needs of each volunteer with overall oversight in the following areas:
 - An up-to-date mailing list of Senior Center attendees and mailing of course schedules and other promotional materials to out-of-town visitors.
 - A hosting schedule
 - The Senior Center lunch program and schedule of volunteers.
 - Art displays.
 - Floral arrangements.
- 6) Assist the Senior Center Board in coordinating and scheduling special events such as plant sales, volunteer dinners, barbeques, etc.
- 7) Keep track of, and order, kitchen, bathroom, cleaning and office supplies in a timely manner.
- 8) Work with the Senior Center Board to arrange for and supervise contracted cleaning, maintenance and repair work.
- 9) Other duties and tasks as assigned by the Senior Center Board.

Supervised by: The Senior Center Board; as a town employee, the Volunteer Coordinator is ultimately responsible to the Town Administrator/Selectboard.

Supervises: N/A

Hours: 15 hours per week.

This position is hourly and is non-exempt under the Fair Labor Standards Act. Regularly scheduled hours at the Senior Center will be coordinated with the Senior Center Board.

Salary: \$14 per hour

Working conditions

The physical demands, work environment factors and mental functions described in this job description are representative of those necessary to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position as required under Federal and State law.