

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association, established in 1895, is the oldest and largest social service provider in East Harlem. The agency provides childcare, after-school programs, youth development, college preparation, adult education (including ESL and GED), programs for the elderly, mental health services, and more. Union Settlement has approximately 400 dedicated employees who work from 14 different sites to serve over 10,000 local residents each year. In addition, the separately-incorporated Union Settlement Federal Credit Union offers complementary programs and services to the community. For additional information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Volunteer Coordinator
Department: Senior Services
Reports to: Director of Senior Services and Deputy Director of Senior Services
Hours: Full-Time
FLSA: Non-Exempt

Position Summary:

Under the supervision of the Director and Deputy Director, the Volunteer Coordinator is responsible for the recruitment, screening, and placement of volunteers throughout the Senior Services Program. Additionally, in collaboration with senior center Coordinators, as well as the Meals on Wheels and Transportation Coordinator, the Volunteer Coordinator will provide volunteer supervision, and gather and report units of volunteer service. The Volunteer Coordinator will also manage the activities and administration of the Friendly Visiting Program.

Responsibilities:

- Identify specific volunteer opportunities within Senior Services and develop appropriate volunteer opportunity descriptions.
- Recruit volunteers through a wide spectrum of sources (i.e. senior centers, religious and service organizations, corporate groups, service organizations, WEP, FECS, DFTA, Title V, and Easter Seals).
- Develop and cultivate agency contacts to increase number of volunteers.
- Develop recruitment materials, such as brochures and fliers.
- Develop tools and instruments to track volunteer activities and time given to agency activity. Gather and report data on a monthly basis.
- Design or locate training resources to develop volunteer skills, as needed.
- Support and train staff in the unique characteristics of volunteer supervision.
- Plan and execute regular volunteer meetings and appreciation events and activities.
- Develop specific volunteer opportunity descriptions for Friendly Visitors and Senior Chat volunteer program.
- Recruit, screen, select, assign, and manage Friendly Visitor and Senior Chat volunteers.
- Develop specific volunteer opportunity descriptions for Senior Companion, Title V and Easter Seals volunteer program.

- Recruit, screen, select, assign, and manage Senior Companion, Title V, and Easter Seals volunteers.
- Maintain all necessary volunteer, client, and program records.
- Conduct regular volunteer meetings to assess volunteer assignments, placements, and appropriate reassignments.
- Represent the agency as necessary at meetings and in the community.
- Develop and maintain liaisons with other agencies.
- Attend appropriate training programs and meeting.
- Additional duties as assigned by supervisor.

Qualifications:

- Bachelor's Degree in Social Work, Human Services, or related field; or two years of college and two years demonstrated experience working with aging populations.
- Bilingual (English/Spanish) required.
- Strong verbal, written, clerical, organizational and problem solving skills.
- Demonstrated ability to perform multiple tasks effectively in a fast paced, challenging and constantly changing environment.
- Excellent computer skills.
- Excellent interpersonal skills.
- Demonstrated understanding of the challenges facing aging populations.
- An innovative and patient professional dedicated to serving aging populations.

To Apply:

Please send Cover Letter, Resume, Salary Requirements, and References to:

jobs@unionsettlement.org

Please indicate Volunteer Coordinator in subject of e-mail.

Submissions without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER