

TALLAHASSEE SENIOR SERVICES
Parks, Recreation, & Neighborhood Affairs
City of Tallahassee

POSITION TITLE: Volunteer Coordinator

GOAL: Overall management of all aspects of the Tallahassee Senior Services and Foundation vital Volunteer Program supporting all programs and activities.

CLASSIFICATION FACTOR(S):

- City Temp position funded by CDBG grant (no benefits)
- Supervised by Assistant Program Supervisor, Programs & Services
- Minimum 20 hours per week paid hourly.

SKILLS AND OTHER REQUIREMENTS NECESSARY FOR POSITION:

- Bachelor's degree in social work, gerontology, education, or related field preferred. Other training and/or experience may substitute.
- Minimum of three years' experience volunteering and/or working with a human services organization.
- Minimum of one year as a volunteer Coordinator/ or two years working with a volunteer program.
- Demonstrated interest in and desire to work with senior population.
- Demonstrated excellent customer service skills.
- Ability to communicate effectively, clearly, and concisely orally and in writing.
- Strong organizational skills.
- Excellent word processing, spreadsheet, and data entry skills required, additional computer skills desired.
- Ability to work as a team member with peers, supervisors, other agency personnel, and the general public.
- Transportation required.

EXAMPLES OF WORK PERFORMED:

PRIMARY: Volunteer Recruitment, Recognition, Records, and Retention including the following:

- Review and process Volunteer Applications
- Recruit, interview, place, orient, and train TSC volunteers.
- Attend volunteer recruitment events as needed.
- Serve as an interface between volunteers and staff.
- Manage volunteer policies and procedures.
- Maintain volunteer handbook.
- Manage and maintain volunteer hours, years of service, and other records as needed.
- Organize TSC annual volunteer recognition event and insure smaller program volunteer recognitions.
- Develop and maintain volunteer job descriptions.
- Oversee and evaluate all aspects of the volunteer program to ensure effectiveness and recommend and implement changes as needed.

SECONDARY:

- Provide Senior Center Tours to guests as needed
- Represent Senior Services on relevant task forces, work groups, advisory councils, and meetings.
- Represent Senior Services at community outreach events, including possible speaking engagements.
- Assist with TSC Foundation special events.
- Attend staff meetings and other meetings as required by the supervisor.
- Assist with Age Friendly Community project as needed.
- Perform other related assignments as requested by the supervisor.