



# COUNCIL ON AGING OF CENTRAL OREGON

## VOLUNTEER COORDINATOR

### POSITION SUMMARY

The Volunteer Coordinator for the Council on Aging will work part-time, 24 hours per week, to help recruit, retain, and recognize volunteers for the Council on Aging, at our sites in Bend and occasionally in Sisters and LaPine. The Volunteer Coordinator will work closely with the Volunteer Manager, staff and volunteers to cheerfully manage, oversee, and assign volunteers to various needed volunteer roles throughout the nonprofit. The position reports to the Volunteer Manager. A high level of organization, great interpersonal skills, an interest in doing a variety of tasks, and a sense of humor coupled with a desire to work with and on behalf of older adults are key for a successful match for this job.

Even though this position is part-time, it will qualify for the full and generous suite of benefits offered by the Council on Aging. And, the specific work hours are flexible Monday through Friday and can be arranged with the Volunteer Manager upon hire.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

- Recruit, train, and supervise volunteers
- Gather and maintain information about volunteers' skills, availability, and goals; match volunteers with appropriate opportunities based on this data
- Maintain volunteer management database and other data concerning volunteer program (training will be available)
- Assist with volunteer retention, recognition and appreciation events and activities
- Display positivity in all engagements with others (at all levels); live the COA culture and values
- Ability to understand and identify opportunities for continued growth
- Conform to Council on Aging policies, procedures, and protocols
- Perform other duties as assigned

### **MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)**

- High School Diploma and two or more years of office-related experience and/or training; some college preferred
- 2+ years progressive project coordination experience in similar work environment
- Prior non-profit experience working with volunteers highly desirable
- Proficient in customer service and problem resolution
- Strong verbal and written communication skills
- Excellent organizational, planning, and prioritization skills
- Excellent interpersonal skills
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Ability to work effectively both independently and as part of a team
- Commitment to maintaining donor, volunteer and senior confidentiality
- Possess a general understanding of the needs and challenges of older adults

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

- This work requires the following physical abilities: bending, kneeling, twisting, reaching, standing, sitting, walking, lifting, carrying and relocating up to 20 lbs
- Vision abilities required include close vision, distance vision, and ability to adjust focus
- Finger dexterity for activities such as typing and use of computer mouse
- This work is performed both indoors and outdoors and driving is required to get between the Council on Aging sites

### **COMPENSATION**

This position offers competitive wages **of up to \$18.00-\$20.00 per hour** and a complete benefits package, including health, dental and vision care; a 403(B) retirement plan, generous paid time off, an Employee Assistance Program, and more. We also offer a bilingual pay differential.

### **TO APPLY**

**Please send resume and cover letter to [hr@councilonaging.org](mailto:hr@councilonaging.org).**

The Council on Aging of Central Oregon is a 501(c)(3) non-profit organization dedicated to promoting dignity, well-being, security, and independence for Central Oregon's Senior Citizens and is the designated Area Agency on Aging for Central Oregon.

### **STATEMENT OF NON-DISCRIMINATION**

The Council on Aging is committed to diversity, equity, and inclusion not only in its equal employment opportunities, but in all matters of policy, practice and delivery of services and programs. Accordingly, the Council on Aging does not discriminate on the basis of age, race, national origin, religion, language spoken, veteran status, gender, gender identity or expression, sexual orientation, or physical circumstance.

The Council on Aging of Central Oregon is an Equal Opportunity Employer, drug free workplace, and complies with ADA regulations as applicable.