

B/S/S/T AREA AGENCY ON AGING, INC
MISSION STATEMENT

Positively impacting the lives of adults, veterans, and disabled across Bradford, Sullivan, Susquehanna and Tioga Counties by advocating and providing a network of resources that result in independence, choice and dignity.

JOB DESCRIPTION

Position: Volunteer Coordinator
Classification: Senior Center Manager 1
Pay Scale: 29
Supervisor: Active Living Center Director
Hours: 25 hours a week: Monday-Friday

Job Summary:

Primary responsibility: recruitment, screening, orientation, documentation/reporting, ongoing recognition and coordinating annual recognition event for the agency's volunteer program. This position also involves scheduling events throughout the county to provide educational/social programs and operating an Active Living Center in the absence of a designated staff person.

Volunteer Coordinator:

Responsibilities:

1. Responds to volunteer referrals, interviews and screens, performs reference checks, completes criminal clearances and provides required orientation/ training consistent with the agency's policies and procedures.
2. Conducts mandated semi-annual volunteer trainings and maintains required documentation.
3. Responsible for following documentation procedures consistent with agency policy and utilizes the agency's volunteer computer software for maintaining a volunteer data base.
4. Monthly visits to the agency's Active Living Centers to provide support, technical assistance, and ongoing recognition to the agency's volunteers.
5. Assists with the scheduling and distribution of the annual Farmers Market Food Voucher Program to distribute the food vouchers and promote the agency's volunteer program.
6. Responsible for providing support, technical assistance and addressing concerns or questions that may arise on behalf of the volunteer network.

7. Coordinates the annual volunteer recognition event within the county.
8. Works with the Agency's Community Service Coordinator to promote and advertise the Agency's volunteer program, recognizes volunteers and assists with the recruitment of volunteers. Activities include public speaking engagements, developing publicity materials, radio announcements, etc.
9. Compiles required monthly reports.
10. Travels throughout the county to recruit volunteers and make monthly visits to the agency's Active Living Centers
11. Attends workshops, conferences, meetings, and participate in webinars, etc. as assigned.
12. Performs other duties as assigned.

Active Living On the Go Events Coordinator:

Responsibilities:

1. Schedules and coordinates events throughout the county during the warm weather months which provide an educational/recreational program, and a noon-time meal.
2. Works with the agency's Food Service Provider to order the meal and make arrangements for food delivery to the events.

This position also involves the operation of an Active Living Center in the absence of a designated staff person due to vacation or sick leave, or staff vacancy.

Minimum Experience and Training:

Three months of experience in providing direct services in a human services, education or a community based setting to the aging population or to individuals from various cultures and socio-economic backgrounds or to individuals who have physical, intellectual or emotional disabilities; or any equivalent combination of experience and training.

Special Necessary Requirement

- Must be CPR and First Aid certified (training will be provided by the AAA).
- Must be ServSafe Food Handler certified (training will be provided by the AAA).
- Possession of a valid driver's license.
- Availability of a vehicle for work related travel.
- Must be able to lift 25 pounds.

Revised 1/24/18
Revised 5/3/19