

**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:** Active Living Center Manager 1  
**Pay Scale:** 29  
**Supervisor:** Active Living Center Director  
**Hours:** 25 hours a week: Monday-Friday

**Job Summary:**

Primary responsibility: Maintaining volunteer programs. This includes recruitment, screening, orientation, documentation, reporting and ongoing recognition for the agency's volunteer program. This position also involves maintaining outreach in the community, such as scheduling events throughout the county to provide educational/social programs, public presentations, etc. The volunteer coordinator may also operate an ALC in the absence of a designated staff person, or cover a meal delivery route.

**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. Recruit qualified volunteers for the agencies programs:
  - Apprise Counselors
  - Meals on Wheels/Home delivered meal drivers
  - Friendly Visitors
  - Foster Grandparent program
  - Health and Wellness programs
  - Ombudsman
  - Active Living Center Volunteer (senior center)
  - Telephone Reassurance Callers
3. Conducts mandated semi-annual volunteer trainings and maintains required documentation including tracking of criminal and child abuse clearances.

4. Responsible for following documentation procedures consistent with agency policy and utilizes the agency's volunteer computer software for maintaining a volunteer data base.
5. Monthly visits to the agency's Active Living Centers to provide support, supportive assistance, and ongoing recognition to the agency's volunteers, as well as potential recruitment of new volunteers.
6. 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.
7. Responsible for providing support, technical assistance and addressing concerns or questions that may arise on behalf of the volunteer network.
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. Works with the Health and Wellness Coordinator to promote and schedule Health and Wellness programs in the surrounding communities.
10. Compiles required monthly reports and submits reports to supervisor.
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.

**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

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