**Position Title: Volunteer Coordinator**

**Reports to:** **Program Director and Executive Director Status: Part-time**

**General Summary:**

Under general supervision of the Program Director and Executive Director, the Volunteer Coordinator is responsible for managing the volunteer program for Acacia Adult Day Services.

# Essential Job Functions:

* Responsible for recruitment and placement of volunteers with organization using a tracking system to match the volunteer’s time, skills and talents to position within the agency
* Provide volunteer orientation, supervision, training and evaluation as needed
* Manage and oversee student volunteer program, including maintaining internship agreements with local colleges and universities
* Act as liaison between staff and volunteers
* Track volunteer hours on a monthly basis and report to agency
* Attend volunteer/intern recruitment fairs as needed
* Utilize the media to highlight volunteer programs and opportunities
* Attend all staff and job related meetings
* Other duties as assigned.

**Minimum Qualifications:**

* Graduation from a recognized college or university preferred
* Experience working with volunteers
* Knowledge of community resources
* Excellent communication skills required – both oral and written
* Computer literacy
* Good organizational skills
* Public Speaking
* Self-Motivated
* Tactfulness and sensitivity to cultural diversity
* Ability to work with all age groups
* Good interviewing skills, able to assess potential volunteers abilities
* Possess and maintain a valid California Driver’s license, proof of insurance coverage
* Good driving record and willingness to use personal automobile for work-related tasks
* Current Medical/Health Screening including TB clearance
* Live Scan required
* First Aid and CPR training (within 6 months of hire)
* HIPAA Compliance Training

**Employment Requirements:**

* Proof of U.S. citizenship or documentation to work in the United States
* Current Medical/Health screening including TB screening
* Current CPR and First Aid
* Criminal Background check
* Must complete HIPAA training and Live Scan

|  |
| --- |
| The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.  Acacia Adult Day Services is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.  The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will. |
| As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable. |
| To Apply: All applicants must send a cover letter and employment history (mandatory) [acacia.gardengrove.hr@gmail.com](mailto:acacia.gardengrove.hr@gmail.com) to be considered for this position. |