A.C.E. of Southwest Minnesota

Position Description: Aging and Volunteer Services Coordinator

Position Supervisor: Executive Director

Position Summary: This position is responsible for developing and enhancing the efforts of A.C.E.'s volunteer-based programs including serving as liaison between the programs that enroll stations, expanding volunteer service opportunities and increasing community awareness of volunteer projects.

Essential Functions:

- **Recruit, enroll and orient all new volunteers to ensure placement in a station meeting their skills, knowledge and personal values**
- **Recruit stations where volunteers can serve (i.e. non-profit, educational, governmental and/or health care related)**
- **Coordinate volunteer assignments**
- **Responsible for interacting with the volunteers on all aspects of the program to ensure compliance with funder guidelines and program requirements**
- **Maintains regular contact with volunteers and stations to ensure that needs of the service area are adequately met**
- **Collect necessary data from volunteers and site coordinators and maintains program files and databases to assist in the timely preparation and submittal of accurate report to funders including evaluation and outcome measures**
- **Work closely with the Executive Director and other community partners to develop and implement programs that are identified as a need and would make a positive impact in the community**
- **Represents the organization at community events, meetings, trainings and other functions**

Additional Responsibilities:

- **Employee must be able to work independently, be a self-starter, and demonstrate the ability to achieve goals**
- **Plan and organize recognition events, including fundraising, within the service area**
- **Performs general office functions as appropriate**
- **Informs Executive Director of additional funding sources that become available to enhance program activities**
- **Promotes services and program via multiple outreach venues**
- **Performs other duties as assigned**

Qualifications:

- **Applicants must possess a High School Diploma or equivalent with at least 3 years' experience in transferable job skills (i.e. human relations, volunteer management, working with older adults, marketing, etc.). Applicants must have a valid MN Driver's license and have a vehicle for travel within the service area as well as surrounding areas when training opportunities, etc. become available.**
- **Live within service area (preferred)**

SKILLS KNOWLEDGE AND ABILITIES

- **Ability to operate a variety of office equipment in include: computer, photocopier, fax machine and telephone system**
- **Knowledgeable with Microsoft Office software applications**
- **Effectively communicate and express ideas (verbally and written)**
- **Ability to exercise independent judgment and decision making for positive results**
- **Ability to successfully coordinate, implement and execute program services to member service area**

Individual coordinator goals are based on work plans, budgets, etc. Other duties including, but not limited to the following, may be assigned depending on needs identified in respective counties of service:

- **Caregiver Coach**
- **Matter of Balance Leader**
- **Powerful Tools for Caregivers Leader**
- **Living Well with Chronic Conditions Program Leader**
- **Memory Care Consultant**
- **Bone Builders Trainer**

Reviewed on 04/15/2019