

Position Title

Volunteer Coordinator

Duties and Responsibilities

The position of Volunteer Coordinator has two main functions to recruit volunteers for Sudbury Senior Center programs and services and to establish and supervise programs designed to assist seniors in their daily lives with the goal of helping them to remain in their own homes while maintaining a comfortable and safe lifestyle.

Specific duties include:

1. Work with the Director of the Senior Center and the Outreach Information Specialist to identify priority needs that can best be met by volunteer programs operated by the Senior Center and supervised by the Volunteer Coordinator.
2. Design job descriptions, evaluation and screening tools for the volunteer programs. Develop procedures for program operations and worker protocols to ensure consistent high quality delivery of services.
3. Recruit, interview, match and orient volunteers to the appropriate volunteer programs based on the individual's skills and interests.
4. Insure that the volunteers receive the necessary training and orientation for all of the volunteer programs.
5. Provide supervision and direction on a regular basis and work to create a supportive environment for all volunteers in the various programs.

Supervision and Training

The Volunteer Coordinator reports directly to the Senior Center Director.
