

Volunteer Program Coordinator

Hospice of Central NY is in need of a Volunteer Program Coordinator in our Liverpool office.

The Volunteer Program Coordinator:

- Must have the ability to work with and function as a team member of an interdisciplinary team at all levels within the organization.
- Must have the ability to represent the Agency effectively in a variety of settings and with diverse communities.
- Must possess a valid Driver's License, reliable transportation and the ability to travel within a defined geographic area.
- Must have the ability to coordinate ongoing activities and special projects.
- Must have the ability to communicate and interpret the hospice story, programs and services to prospective and current volunteers.
- Must have the ability to work with a diverse group of volunteers and professionals, members of the community, and members of Interdisciplinary Teams.

The Volunteer Program Coordinator exercises mainly independent judgement under general supervision; participates in setting work objectives and coordinates work and resources within established guidelines.

The job duties of the Volunteer Program Coordinator are:

- To independently respond to requests for information about becoming a volunteer Family Caregiver and to share information about hospice care and volunteer opportunities.
- To initiate, organizes and maintain "volunteer personnel" information (volunteer files: applications, reference information, annual reviews and health assessments) and to complete data entry activity to support the "volunteer as employee" role
- To coordinate, schedule and organize information about volunteer attendance at training and case sharing, patient assignments, appropriate patient information
- To schedule and arrange meetings, training, and yearly reviews. Completes mailings and sets up for events in conjunction with Sr. Volunteer Program Manager
- To prepare written materials for recruitment, retention and training
- To Coordinate volunteer assignments, training and events, to attend and participate in volunteer recruitment, retention and training activities
- To assign volunteers on the basis of program needs and volunteers' interests and skills and to maintain list of volunteer availability and assignments and to communicate changes in volunteer assignments and volunteer information with teams.
- To communicate with volunteers and coordinates paperwork and mailings about patient assignments and changes in patient status
- To prepare data on volunteer services, hours and productivity for agency, state and federal reports.

Salary Range: \$18.50 - \$20.00/hour

Minimum Education: High School Diploma required; Associates Degree in Human Services, Human Resources, or Volunteer Administration preferred.

Minimum Experience: Minimum of two years in a related field or in a volunteer leadership capacity with demonstrated progressive responsibilities.

Job Type: Full-time

TO APPLY PLEASE SEND RESUMES TO:

Email: HumanResources@Hospicecny.org