

**Job Title:** Volunteer Coordinator Assistant

**Reports to:** Executive Director – Heart of the Valley, SERVICES FOR SENIORS, Inc. – [www.servicesforseniors.org](http://www.servicesforseniors.org)

**Exempt / Nonexempt:** Nonexempt and part-time.

### **Agency Description**

Heart of the Valley SERVICES FOR SENIORS, Inc. is a 501 (c)(3) is committed to facilitating, advocating and supporting independent living for seniors residing in West Santa Clara Valley. Our volunteers provide escorted transportation and also help with yard work, house projects, shopping and errands, handy man projects, provide computer assistance, help with paperwork, pick up household hazardous waste, and take pets to the vet or groomer. Office volunteers support to the HOV Staff.

### **Job Summary:**

The Volunteer Coordinator Assistant is well-organized, dependable and responsible for assisting the Executive Director and Volunteer Coordinator in their daily correspondence, project(s), office expenses ordering/tracking, and special projects.

### **Duties/Responsibilities:**

#### **Daily**

- training / monitoring office work for students and office volunteers for the activities listed here.
- documenting incoming client service requests.
- maintaining the client/volunteer, documentation and emails databases.
- medical devices intake and distribution program.

#### **Monthly**

- tracking of volunteer(s) service status via spreadsheets, email distribution and database.
- various correspondence such as monthly volunteer birthday cards; client donation envelopes.
- ensuring / updating / creating content in client and volunteer orientation packs and creating volunteer lanyards.
- tracking / maintaining HOV financial docs used for grants, special projects, general purchases, etc.
- tracking / ordering project materials and expenses.
- call/email clients / volunteers for various events.

#### **Special Projects/Events**

- April - volunteer appreciation week events and thank you cards.
- client (June) and volunteer (April) newsletters content, creations and distribution via email and bulk mailings.
- November/December - holiday gifts drive and distribution.
- December - yearly creation of various office calendars.
- Summer - preparation for and active attendance at local nonprofit fairs/summer festivals/seminars.
- Yearly – preparation for and active attendance at local speaking events.
- other duties as assigned.

#### **Required Skills/Abilities:**

- The ability to work effectively with diverse ages and types of personalities.
- A professional demeanor and a high level of discretion in the management of confidential information.
- Strong public speaking skills with ability to motivate others.
- Ability to work well independently as well as part of a team.
- Strong computer skills and working knowledge of Windows, Microsoft Word, Excel, social media tools-etc.
- Must have excellent communication skills, both verbally and in writing.
- Demonstrated ability to successfully multi-task.
- Commitment to Heart of the Valley's goals and mission.

#### **Education and Experience:**

- Bachelor's degree.
- 1 – 3 years of related office work experience and skills.
- Social Media a plus – LinkedIn, Facebook, Instagram, Twitter.

#### **Physical Requirements:**

- Sitting at a desk; working on a computer/telephone; lift 20 lbs, as needed; Small office setting.

#### **Compensation:**

- 19 hours per week / 5 days per week (9 – 1 p.m.) - \$25 per hour.
- Benefits: sick days and generous holiday time off.

**To Apply:** Send resume to: Sylvia Abboud, Executive Director [sylvia@servicesforseniors.org](mailto:sylvia@servicesforseniors.org)