

Volunteer Coordinator

Summary

The Volunteer Coordinator is a managerial/supervisory position that reports to either the Executive Director or a Campus Leader. The Volunteer Coordinator may supervise staff and/or volunteers and is expected to make a personal 'hands on' contribution to the productivity of the Lifetime Enrichment Program. The Volunteer Coordinator has lead responsibility for development, implementation, supervision and evaluation of all activities and services in the Lifetime Enrichment area. The holder of this level position interacts with all of Fairhill's Campus Leaders and may be considered part of the Fairhill Center senior staff. This position is flexible and may be job-shared with one or more individuals.

Responsibilities

- Coordinates all volunteer activities through the Lifetime Enrichment/Successful Aging program at Fairhill Center;
- Maintains files and records of all volunteers and their program affiliations on campus;
- Plans or directs recognition activities, benefit opportunities, scheduling for all volunteers on campus;
- Works collaboratively with all other Fairhill Center program, technical and administrative staff to help advance Fairhill's mission;
- Effectively represents the Executive Director and Fairhill Center in order to promote programs, property services and fund-development efforts;
- Demonstrates accountability for achievement of specific objectives and/or tasks related to the Fairhill Strategic Plan;
- Assumes responsibility for other specific projects, as assigned.

Qualifications

- Bachelors Degree or equivalent experience in management or Human Resources;
- Experience working with all levels of management; experience working with intergenerational populations is highly desirable;
- Excellent verbal and written communication skills as well as excellent organizational and multi-tasking skills in a high energy, challenging environment;
- Superior interpersonal attributes; ability to get along with diverse personalities, tactful, mature, resourceful and flexible;
- Computer proficiency in word processing, spreadsheet, database and internet.