

**ASSISI HEIGHTS
POSITION DESCRIPTION**

DEPARTMENT: Life Enrichment

JOB TITLE: Volunteer Coordinator

GENERAL SUMMARY

The Volunteer Coordinator is responsible for managing all elements of volunteering at Assisi Heights. Behavior will reflect the Mission of the Sisters of St. Francis to ensure a homelike quality of life for the Sisters. Assures confidentiality at all times with issues relating to residents, guests and fellow employees.

ESSENTIAL FUNCTIONS

- Establishes an active volunteer program, which includes, but is not limited to: recruitment, interviewing, orientation, training, supervision and evaluation of volunteers.
- Coordinates volunteer opportunities that match the skill set of individual volunteers with the needs of the Sisters.
- Maintains communication with existing volunteer group to keep them informed of additional opportunities to participate.
- Uses community resources for recruiting.
- Collaborates with the Life Enrichment Coordinator for coordination of volunteers with scheduled programs and activities.

OTHER FUNCTIONS

- Participates in appropriate meetings and other duties as assigned by the Director of Residential Life.

COMPETENCIES AND/OR SPECIAL REQUIREMENTS

- To perform the job successfully, an individual should demonstrate the following competencies:

Attendance/Punctuality	Teamwork	Dependability
Customer Service	Safety and Security	Motivation
Attention to Detail	Problem Solving	Efficiency
Friendliness	Confidentiality	Person Directed Living Philosophy

- Must pass a background investigation, including a criminal history investigation.

QUALIFICATIONS

- Experience in gerontology or long term care programs/activities preferred.
- Valid Minnesota Driver's license, maintaining a safe driving record free from any major traffic violations.
- Knowledge of computers, software applications (examples: MS Word, WordPerfect, Print Shop, PowerPoint) and peripherals.
- Ability to supervise and coordinate volunteers
- Proven ability in planning and organizing.

(Qualifications- continued)

- Strong interpersonal skills.
- Ability to communicate effectively to various groups with excellent oral and written skills.
- Ability to work collaboratively with all members of the Healthcare and Life Enrichment staff.
- Ability to organize and prioritize responsibilities.

WORKING CONDITIONS

- Work requires use of computer keyboard and mouse.
- Generally 20 hours per week, requiring flexible work schedule as needed.
- Possible exposure to blood and other body fluids.
- Physical assistance to Sisters may be required involving lifting, reaching, bending pushing and stooping.
- Objects frequently required to be lifted, pushed, pulled and/or carried range from 5-25 lbs.
- Standing, sitting, walking, bending, stooping, stretching, reaching, grabbing, pushing, lifting, carrying, manual dexterity, auditory and visual acuity required on a daily basis.

ACCOUNTABILITY: Reports to the Director of Residential Life
POSITION LEVEL: N-5
FLSA: Non-Exempt
DATE PREPARED: February 2020

SIGNATURES:

The above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Manager: _____ Date: _____

Director or: _____ Date: _____

Congregational Leadership