

Volunteer Coordinator

ShareCare of Leelanau, Inc. is seeking a Volunteer Coordinator to develop and implement a countywide volunteer recruitment and engagement plan. ShareCare is a 25-year-old nonprofit organization that helps Leelanau County senior citizens lead active and independent lives in the comfort of their own home. Volunteers provide services to seniors to ensure their well-being as they age, including: transportation, friendly visits, respite, meals, handyman services, gardening and errands. Our tagline is “Neighbors helping Neighbors” and volunteers are provided with rewarding opportunities to serve their neighbors and friends.

Job Summary

The Volunteer Coordinator is responsible for recruiting, training, coordinating, engaging and retaining volunteers. This is accomplished by recruitment efforts in the community, developing regional volunteer teams that deliver direct supports to seniors and monitoring progress on seniors in need of services. With the Care Coordinator and Transportation Manager, the Volunteer Coordinator will ensure that seniors are connected to the resources needed to help them live independently for as long as possible.

Responsibilities will include:

- Develop a matrix of community resources to identify available programs and activities in each Leelanau County community that seniors might connect with for their well-being
- Give talks on ShareCare at community organizations, clubs and churches to inform seniors about its programming
- Support coordination between agencies and service providers
- Develop and implement effective strategies to recruit volunteers
- Oversee volunteer training on topics related to senior care and well-being that will ensure volunteers are successful
- Manage volunteer engagement including support, recognition and celebrations
- Oversee volunteer services delivery in coordination with the Care Coordinator to directly assist seniors in each ShareCare region
- Participate in meetings; coordinate information, communication and care requirements with other care providers; resolving issues that could affect smooth care progression
- Assist seniors with referrals or education about resources available to them
- Coordinate educational workshops designed for seniors and their volunteers
- Manage applicable databases for volunteerism service requests and tracking (Club Express and Google Sheets)

The ideal candidate will possess the following skills and competences:

- Bachelor’s Degree (preferably in a Health-related field, Social Work, Psychology)
- Experience with an organization that utilizes volunteers
- Experience in engaging individuals and team building
- Excellent communication skills, including training and public speaking
- Highly organized with demonstrated ability to manage time well
- Self-motivated with problem-solving skills
- Entrepreneurial spirit while maintaining the ability to work as part of a team
- Capacity to develop and implement new concepts and strategies

- Ability to recognize and successfully navigate the dynamics of our members and volunteers
- Computer literacy and proficiency with Microsoft Office systems
- Comfort with technology
- Ability to work a flexible schedule, including rare evenings and weekends in order to present at various organizations, clubs and churches

Salary: \$30,000-\$35,000 depending on experience

Benefits:

- Health Insurance
- Vacation and Sick Time
- Retirement Benefits after one-year of employment

To apply please send:

- Cover letter that outlines previous work experience and applicable skills
- Resume

To: Julie@sharecareleelanau.org

ShareCare of Leelanau, Inc.
7401 E Duck Lake Rd. #600
Lake Leelanau, MI 49653-8701