



# CAMBRIDGE NEIGHBORS

ARLINGTON BELMONT CAMBRIDGE SOMERVILLE WATERTOWN

## Volunteer Coordinator Job Description

Cambridge Neighbors, Inc. (CN) is a non-profit membership organization serving more than 250 people age 60+ in Arlington, Belmont, Cambridge, Somerville, and Watertown. We provide a range of practical services and social support to help older adults age in the homes and communities they love.

One of the pillars of Cambridge Neighbors is volunteerism. We currently have 30+ volunteers who assist members with rides to medical appointments, running errands, making friendly visits and checking in during inclement weather. The Volunteer Coordinator position will oversee and expand this program.

### Responsibilities:

- Manage, supervise and communicate with 30+ volunteers in the CN Volunteer Outreach Programs, which provide one-on-one companionship, new member partners, special assistance in the winter months and during a member's in-home medical recovery, and other volunteer activities.
- Oversee recruitment and training of prospective volunteers from our membership and the community, with the goal to double the size of the volunteer group overtime. This process will involve interviewing and vetting prospective volunteers.
- Plan and facilitate monthly meetings and training sessions to educate and support volunteers.
- Maintain an effective tracking system to manage and track volunteer activities.
- Office help – CN staff all pitch in to answer phones and sign members up for events.
- Special projects – periodically write “Volunteer Update” articles for our quarterly newsletter and assist with special events.

### Requirements:

- Strong interpersonal and communication skills.
- Excellent organizational skills.
- Experience with volunteer recruitment and management.
- Knowledge of Microsoft Office.

Hours: Three days a week, 5 hours per day for a total of 15 hours per week. The exact days and times are flexible.

Salary & Benefits: Between \$20-25/hour depending on experience. Benefits include one week paid vacation (15 hours), 3 paid personal/sick days, and 3 paid federal holidays.

Minimum education preferred: 4-year degree

To apply: Submit your cover letter and resume to [info@cambridgeneighbors.org](mailto:info@cambridgeneighbors.org) by **May 10, 2018**.