

**Job Title:** Program Coordinator

**Office Location:** Marquette

**Status:** 40 hours Non-Exempt

**Supervised By:** Program Manager

**Supervises:** N/A

**Summary of Duties:**

The Program Coordinator (PC) is responsible for all aspects related to volunteer activity in three program areas: Friendly Visiting, Holiday Meals, and Small Activities. Responsibilities include but are not limited to recruitment, screening, training assignments, retention, appreciation, and discharge for volunteers in Marquette County. Additional duties will include program planning and implementation assistance in collaboration with Program Manager.

This position requires an effective interpersonal communicator who is also comfortable speaking to large groups. The PC must be able to prioritize multiple projects and deadlines and have excellent data entry and computer-based skills. The position also requires an individual who enjoys working with volunteers and elderly people and who understands the dynamics of aging or is willing to learn them. This position works as an extension of and in collaboration with the Hancock based home office. Travel is required primarily within Marquette Co. with occasional trips to Hancock.

**Primary responsibilities include:**

**Volunteer Coordination**

- Continuous volunteer recruitment efforts to sustain program implementation needs
- Onboard volunteers with review of applications, perform background checks, provide orientation, and training in collaboration with Elder Services Coordinator
- Collaborate with Program Manager to create successful volunteer/elderly visiting matches (Forever Friends) in Marquette County service areas
- Coordinate and implement Annual Volunteer Appreciation Picnic and Annual Elderly Picnics
- Maintain our memory book of volunteers who have passed away
- Attend funerals of volunteers with the staff that supervise them



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## **Program Coordination**

- Visit elderly Forever Friends as needed to create friendships
- Participate in inquiries of potential Forever Friends
- Carryout supportive tasks for Holiday Meals and Small Activities
- Integration of LBFE mission throughout all activities
- Become food safety certified

## **Public Relations Coordination**

- In collaboration with Program Manager develop, implement, and evaluate a work plan for volunteer recruitment and coordination in Marquette County
- The work plan will include involvement of volunteers, distribution of informational materials, social media and traditional media, and community based promotional events presentations
- Contribute content to the program newsletters

## **Database Coordination**

- Input all volunteer data, including but not limited to, adding new volunteers, updating volunteer profiles, assigning volunteers, and recording volunteer hours
- Provide database training to volunteers
- Compile and submit quarterly reports on volunteer engagement and small activities per Program Director criteria

## **Preferred Qualifications**

- Bachelor's degree or equivalent combination of education and experience in Human Services field.
- Excellent project management and organizational skills.
- Experienced in volunteer recruitment, coordination, and retention
- Knowledge base regarding the dynamics of aging
- Professional demeanor with great work ethic
- Excellent communication skills
- A team player who also works well in a self-directed environment
- Competency with computer-based skills

## **Special Requirements**

- Possession of valid State of Michigan Driver's License.
- Work 2 of the 3 Holiday Meal programs (Easter, Thanksgiving, and Christmas).
- Participate in the organization's annual fundraiser
- Participate on LBFE Volunteer and Marketing Committees
- Perform other duties as assigned by the Program Manager



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## **Disclaimer**

This job description is representative only and may be revised at any time to include to new responsibilities as the business environment changes

## **Compensation & Benefits**

Wages commensurate with experience. Medical insurance, Health Savings Account contributions. Paid holidays and sick leave. Agency vehicle.



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