



Volunteer Coordinator (SCSEP) Job/Training Description

Office Coordinator (SCSEP): Serves as volunteer support for Elms Family and Community Services.

Duties and Responsibilities

- Coordinates activities for Volunteer Services
- Form new community partnerships and assists in maintaining current partnerships
- Posts volunteer opportunities in Volunteer Portal
- Organizes volunteer orientation materials
- Create business forms and other documents
- Assists in orienting volunteers
- Assists in budget development for volunteer activities
- Attends partner community meetings
- Provides monthly and quarterly reports of volunteer activities
- Performs other duties as assigned

Training: The EFCS Senior Community Service Employment Program (SCSEP) Volunteer Coordinator will receive training and guidance on all aspects of this position continuously, to assist candidates in being successful in this position.

Work-based Learning: Work-based learning will enable SCSEP staff to acquire the knowledge and skills needed to successfully gain employment. Staff will receive guidance and support from EFCS Program Associate and members of the Executive team.

Education: Minimum of High School Diploma or equivalent.

Experience/Skills: Experience working in a customer service or administrative support role. Basic office skills. Preferred skills in Microsoft Office: Word, PowerPoint and Excel.

Work Hours: Maximum of 19 hours per week.