

## **JOB VACANCY**

### **Volunteer/Activity Coordinator**

#### **30 hours per week**

The Town of Scituate (population 18,000, summer 30,000) seeks qualified candidates for the position of part time Volunteer//Activities Coordinator for the Scituate Council on Aging. Candidates should have experience developing and implementing programs and events. Position also calls for the recruitment and training of volunteers, as well as placing them in position that will promote efficiency at the Center. Excellent oral and writing skills and record keeping is required. Experience working with elders is essential. Please send resume and town application, as well as three references to Sheila Manning, Scituate Town Hall, 600 Chief Justice Cushing Highway, Scituate, MA 02066. Position open till filled. Salary DOQ. For a copy of the job description go to [www.town.scituate.ma.us](http://www.town.scituate.ma.us). AA/EEO/ADA.

**TOWN OF SCITUATE, MASSACHUSETTS  
POSITION DESCRIPTION**

**Position Title: Volunteer/Activities Coordinator**

**Statement of Duties:**

Performs professional, administrative work in developing and implementing the programs and services of the Council on Aging in order to meet the social, emotional, and health needs of Scituate's senior population; performs all other related work, as required.

**Supervision:**

Appointed by the Town Administrator, works under the policy direction of the Director of the Council on Aging. Performs varied duties which involve the coordination of volunteers and the implementing of appropriate programs and events for Scituate Seniors.

**Job Environment**

Work environment is generally performed in an area that is conducive to the activity being performed. Work involves developing a volunteer program that helps the Center perform more effectively, An important part of this position will be the reviewing, selecting and promoting programs, activities and events that will add to the well-being of the Scituate Senior population..

Operates automobile, computer, telephone and other standard office equipment.

**Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Promotes programs and events by using methods that are most effective in advertising the event or program and maximizing participation.

Develops and writes articles and announcements for local newspapers, town website and cable access. Creates flyers and distributes them in prominent places around Scituate.

Schedules uses of Scituate Harbor Community Center and other public facilities for events and programs.

Assists Administrative Assistant in compiling numbers and statistics for, grant applications and reports for yearly reports to meet state and local requirements.

Responsible for documenting and reporting the numbers of attendees of the Scituate Harbor Community Center, the Maritime Center and any other building used for activities, events, and educational programs .

Provides monthly report to the Director of the Council on Aging and Manager of Social Services for each monthly Board meeting

Recruits and trains volunteers.

Maintains and updates Volunteer Handbook at the beginning of training.

Continually solicits feedback on programs, activities and events. Makes recommendations for new programs or update of existing programs.

Keeps abreast of changes and trends in elder care and professional development.

Facilitates CORI checks and background checking for each candidate selected prior to start of work.

### **Recommended Minimum Qualifications:**

#### **Education, Training and Experience**

Associate Degree in Human Services in human services, social work, gerontology, or a related field preferred. Minimum two (2) years of experience in social service preferably working with an elderly population; Prior municipal experience helpful. Skilled experience in technology applications, any equivalent combination of education, training, and experience.

#### **Special Requirements**

Massachusetts Driver's license required.  
Certification in CPR, first aid, and AED.

### **Knowledge, Ability and Skill:**

Creative ideas, innovative programming and events planning skills a plus. Strong communication skills essential. Compassion and good listening skills with sensitivity to elder needs and challenges.

Thorough knowledge of business function computer software and applications with emphasis on social media.

#### **Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable*

*accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The person in this position frequently conveys information to elderly citizens who have inquiries about services. Tasks require the ability to exert very moderate physical effort in light work, typically involving moving/transporting objects and materials of moderate weight (10-30 pounds). Ability to operate a motor vehicle.

*(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

PAV;12/13

