

Job Description

Volunteer Coordinator (Contractual Position)

United Way of Lackawanna and Wayne Counties

(Winter 2022)

The purpose of the this full service United Way is to improve the quality of life of the people of Lackawanna and Wayne Counties and surrounding communities by serving as a catalyst for community problem solving and by conducting an efficient, encompassing, volunteer fund-raising effort to positively impact the community's most compelling social problems.

General Description

The United Way of Lackawanna and Wayne Counties (UWLWC) is seeking a career oriented dynamic individual to serve as a Volunteer Coordinator for the Retired and Senior Volunteer Program (RSVP) for the Lackawanna, Luzerne, and Wyoming Counties. This position is a contracted position with a set number of hours needed per week. This position supports and advances the UWLWC's philosophy of volunteers who bring LIVE UNITED to life by giving selflessly of their time and talents to create lasting solutions and improve the quality of life for all of us who call Northeastern Pennsylvania home!

This position will be responsible for working with the RSVP Director to create and implement recruitment strategies for RSVP. This includes recruiting new volunteers ages 55 and older, as well as re-establishing relationships with volunteers who previously volunteered in RSVP. The RSVP Volunteer Coordinator will be essential in evaluating each RSVP volunteer's skills, strengths, and interests in order to find the best worksite(s) for each volunteer. This position will work with the RSVP Director to develop a system for maintaining relationships with volunteers and volunteer stations. Along with recruiting and maintaining volunteers the RSVP Volunteer Coordinator will perform tasks as assigned by the RSVP Director.

RSVP Volunteer Coordinator Responsibilities

- Reports to Vice President of Community Impact.
- Assist with community RSVP outreach events and recognition programs
- Research locations and conduct RSVP outreach at locations with large concentrations of older adults, such as senior centers, senior apartment buildings, etc.
- Help recruit, train and manage volunteers and provide support to them in their outreach work.
- Make introductory calls, send introductory emails, and make face to face visits to explain the RSVP program and schedule presentations
- Coordinate with volunteer stations to effectively recruit participants. Follow up with participants as necessary to promote & maintain volunteer attendance
- Establish working relationship with collaborative partners.
- Where possible, grow programs that address community needs.
- Represent United Way positively in the community.
- Other duties as assigned

Qualifications:

- Bachelors Degree in social service, business, health administration, public administration
- 1-2 years of experience preferred
- Must have a valid driver's license with current insurance coverage
- Must be able to pass appropriate criminal background checks

Required Skills:

- Must be able to work as a team.
- Ability to interact and manage Older Adult Volunteers.
- Good knowledge of community resources.
- Ability to establish supportive relationships with Older Adults
- Self- starter/multi-tasker
- Ability to manage various established deadlines
- Ability to work flexible hours as needed
- Ability to work with diverse groups
- Ability to use basic office computer software and willingness to learn new systems as needed.
- Ability to analyze community needs and innovative solutions to address those needs.
- Good verbal and written communication skills.

Interested parties should send a cover letter and resume to:

United Way of Lackawanna and Wayne Counties

615 Jefferson Ave.

Scranton, PA 18510

Attn: Alvaro Garcia

Or email at agarcia@uwlc.net