



Job Title	Volunteer Coordinator
Reports to	Director of Employee and Organizational Development

Hours: Core business hours are Monday through Friday 8am to 4:30pm. This position is an exempt position and hours and days of work may vary depending on both the department and organization's needs.	Type of position:	<input checked="" type="checkbox"/> Exempt
	<input checked="" type="checkbox"/> Full-time	<input type="checkbox"/> Nonexempt
	<input type="checkbox"/> Part-time	
	<input type="checkbox"/> Contractor	
	<input type="checkbox"/> Intern	

GENERAL DESCRIPTION
<p>Summary</p> <p>The Volunteer Coordinator is responsible for the implementation and daily operations of the Volunteer Program, including but not limited to; recruitment of volunteers able to fulfill a variety of assignments; ensuring the volunteers receive and complete required training to perform their assigned duties; supervision of the volunteers incorporating guidance, support, direction and accountability; ongoing documentation of volunteer activities; ensuring volunteer recordkeeping is up to date and compliance is maintained; processing and making assignments in response to requests for volunteer assistance; collaborating with staff at all levels in the agency; engaging in the internal and external coordination of events, projects and department requests.</p> <p>Physical Demands</p> <p>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.</p> <p>While performing the duties and responsibilities of this position, the employee is occasionally required to stand, walk, sit, climb, reach above shoulders, and move from place to place. The incumbent is frequently required to talk and listen and use hands to finger or handle. Specific vision requirements for this position include close vision and the ability to adjust focus.</p> <p>The incumbent will occasionally be required to lift up to 35 pounds.</p> <p>Work Environment</p> <p>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>The employee works in an office environment where the noise level is moderate. Occasional trips to clinical areas will be required, and occasional travel for company business is also required.</p> <p>The above statement reflects the general details necessary to describe the principle functions of the occupation describes and shall not be construed as a detailed description of all the work that may be inherent in the occupation.</p>
ESSENTIAL DUTIES AND RESPONSIBILITIES

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<ol style="list-style-type: none"> 1. Develops, implements, maintains, evaluates the volunteer program for continuous quality improvement opportunities. 2. Develops, implements, maintains and evaluates the HA volunteer recruitment plan. 3. Develops, implements, maintains and evaluates volunteer training and activities. 4. Tracks processes such as criminal background checks, TB screening forms, orientation paperwork, and number of volunteer hours work for cost saving reports. 5. Assigns, coordinates, schedules, and supervises volunteers in collaboration with the IDG and identified needs for volunteer services. 6. Participates as a member of the HA Care Team and attends IDG meetings. 7. Collaborates with other departments to organize and facilitate special events/projects such as community education, health fairs recruitment fairs, We Honor Vets, marketing, publicity, and fund-raising events. 8. Coordinates the continuing education and engagement activities for HA volunteers and encourages volunteer participation. 9. Responsible for data entry into the appropriate information systems that is used to track items such as, volunteer demographics, volunteer activities and volunteer hours. 10. Responsible for ensuring volunteers submit their documentation, including patient care records, training hours, 11. Maintains volunteer files. 12. Participates in staff training, assigned committees, professional groups and other educational programs as appropriate. 13. Provides back up coverage for the admissions coordinator for vacation and /or other types of leave. 14. Maintains the NHPCO staff listing for online access. 15. Participates in the reception lunch coverage rotation. 16. Other duties as assigned. 	
EDUCATION, EXPERIENCE AND SKILLS	
<ol style="list-style-type: none"> 1. Associates' Degree or equivalent experience in the volunteer/non-profit field. 2. A minimum of two years previous hospice, medical or volunteer organization experience preferred. 3. Able to receive direction and independently follow tasks through with minimum supervision. 4. Ability to access and operate computer system, including prepare documents, enter data, read reports from computer database or e-mail and use e-mail for inter-office and external 5. Ability to use critical thinking skills to solve problems. 6. Detail oriented, able to multi-task and remain flexible with assignments. 7. Maintains professional integrity throughout performance of all job duties. 8. Serve as a positive representative of Hospice Alliance while conducting HA business. 	

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	<p>9. Able to maintain a high level of confidentiality.</p> <p>10. Able to work effectively with a diverse population.</p>

EMPLOYEE SIGNATURE	<i>Date</i>
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