

Job Description

Title: Volunteer Services Coordinator
Category: (Part/Full time): Part Time
No. of hours per week: 28
Reports to: Senior Director of Volunteer Services
Direct Reports: None
Location: Florham Park

Job Summary:

The Volunteer Services Coordinator is a team member in the JFS MetroWest Volunteer Services Department and reports directly to the **Senior Director of Volunteer Services**. The Coordinator has responsibility for oversight of volunteer programs administered under JFS auspices which support JFS clients and community members. Additionally, the Volunteer Services Coordinator serves as the agency representative to coordinate JFS involvement in broader community volunteer and/or outreach efforts.

Duties and Responsibilities:

Primary Responsibilities:

- Direct oversight of JFS volunteer programs benefitting older adults and/or engaging older adults as volunteers, including, but not limited to:
 - Essex County Money Management Program
 - MetroWest Friendly Visiting Program
 - Holiday Package Delivery Program
- Direct oversight of JFS volunteer programs engaging children/teens or families as volunteers, including, but not limited to:
 - Bar/Bat Mitzvah Volunteer Opportunities
 - Summer internships for college age youth
 - Volunteer Service Days
- The Coordinator also works with the other Volunteer Services staff to respond to pressing community needs as they arise through skills based, goal directed volunteer programs.

Related Administrative Responsibilities:

- Participate in recruitment and recognition efforts for agency volunteers.
- Responsible for training, orientation, and supervision of Money Management, Friendly Visiting, Holiday Package Delivery, and teen volunteers/interns.
- Direct oversight of all clients participating in Money Management, Friendly Visiting, or other older adult volunteer services. The Coordinator makes home visits to clients to access their eligibility for the programs and ensure the home is a safe placement for



volunteers. After enrollment in the program, in-home assessments are conducted yearly or as needed.

- Maintain and collect all documentation for volunteer files and all volunteer program files.
- Facilitate provision of case management services as needed for clients served by JFS volunteers.
- Complete enrollment form, background check, and reference check process for prospective volunteers.
- Coordinate the placement of volunteers with agency clients and facilitate problem solving and client and/or volunteer advocacy efforts as needed, with coordinating support from agency social work staff.
- Work with Volunteer Services staff to develop new volunteer opportunities as agency and community needs dictate.
- Collect and report data needed for grants including Money Management and RSVP.

Skills Required:

- Proficiency with Microsoft Office applications and ability to learn volunteer reporting database.
- Valid driver's license in good standing, reliable transportation, and ability to travel locally.
- Familiarity with and sensitivity to Jewish identity (including its religious, ethical, cultural, and social values).
- Work will take place in an office setting as well as throughout the community.

Education and Experience required:

- Bachelor's Degree in a relevant discipline (e.g. social work, counseling, psychology, special education, or another human services field). Masters (MSW/LSW/LCSW) preferred.
- At least 1-year experience, either personal or professional, working with volunteers and/or older adults

Physical Requirements (if any):

Employee's Name (Print): _____

Employee Signature: _____ Date: _____

Supervisor's Name (Print): _____

Supervisor's Signature: _____ Date: _____

