

Job Description Coordinator of Volunteers

This description is meant to be used as a guideline and may not be a complete definitive list of all job duties.

Following this is the key to doing an adequate job;

Flexibility is the key to doing a good job and

Motivation is the key to doing an outstanding job

1. Scheduler

- a. Schedule all shifts for patient care and household duties – nurses and volunteers.
- b. Schedule yourself to fill empty calendar time slots
- c. Monitor all duties / activities performed by volunteers – at the home and outside activities i.e.; newsletter mailings, annual appeal letters, Christmas card writing, fund raisers
- d. Coordinate all events: craft shows, auction, golf tournament, volunteer recognition, garage/baked food sale, work with organizations that are sponsoring events for Pines of Peace, Remembrance and Renewal Service
- e. Maintain committees for each event – from set through wrap up meeting for Auction, Garage Sale and Golf (what worked well, what can be improved etc)

2. Training

- a. Provide new volunteers with training paperwork
- b. Interview, send background check to Sheriff's Dept, when clean background check is returned, set up mentoring schedule and provide nurses with paperwork to be filled out. If background check is not clean give paperwork to Director for resolution.
- c. Create folder. Fill out card for volunteer box, make name tag, put all pertinent records in folder and file in gray cabinet in closet

3. Records

- a. Maintain paperwork on all volunteers
- b. Maintain all resident's records and data
- c. Send sympathy cards to resident's family member(s)
- d. Cut out obituaries and glue in "Memorials to Pines of Peace" folder, laminate when sheets are filled

4. Secretarial / Clerical

- a. Send sympathy cards to family
- b. Send thank you for Goods and Services (make sure that Director gets this info also (name, address, list of goods and services)
- c. Check obituaries
- d. Answer phones
- e. Type letters
- f. Design and type forms
- g. Work with webmaster to keep web site up to date
- h. Maintain petty cash
- i. Fax doctor / nurses orders
- j. Prepare resident packets

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5. Care

- a. Assist with resident care if requested
- b. Give emotional and spiritual support to residents, their loved ones, staff and volunteers
- c. Assist nurses as needed – **fill in if someone cannot work - this may be for day, evening or overnight shift(s)**

6. Miscellaneous

- a. Public speaking
- b. Household duties as needed – dust, swiffer, wipe down kitchen cabinets, appliances and all surfaces with disinfectant (to be done by a volunteer each shift)
- c. Check obituaries for donations left to Pines of Peace
- d. Assist director as needed
- e. Grants: research grant opportunities and apply for one grant per quarter. It is an expectation that one out of four will result in money being granted to Pines of Peace
- f. Tour the home
- g. Ensure home is stocked with necessities such as bread, milk, light bulbs, resident's favorite foods
- h. Grocery shop
- i. Prepare meals as needed
- j. Pick up medications
- k. Represent the home at memorial services, calling hours and special events

This position requires a high school diploma

Applicant should be proficient in Microsoft Office including but not limited to: Excel, Publisher, PowerPoint, Outlook and Word.

Quantifiable experience with grant writing and web design

Willingness to take direction but able to work independently while interfacing with numerous people

30 hour work week consists of 6 hours a day five days a week.

No hours are guaranteed - if the house is closed Coordinator may not be required to work.

Must be available to work flexible hours which may include midnight to 8 am

Pay is on a per diem basis