

Volunteer Coordinator

Qualifications:

- A sincere dedication to the mission of Community Caregivers.
- The ability to work with other volunteers and coordinators and with people in the community whose circumstances leave them with social, physical or mental needs.
- Customer service skills

Purpose:

To assist the staff in scheduling client services

Responsibilities:

- Act as the contact between the volunteers and Community Caregivers office.
- Assess and match those in need with appropriate volunteers.
- Keep records of activities on appropriate forms.
- Assist in identifying and implementing needed changes to enhance the services provided by Community Caregivers volunteers.

Time required:

1-3 hours a week