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### Hospice Volunteers of Somerset County Volunteer Coordinator Job Posting

Hospice Volunteers of Somerset County (HVOSC) is seeking a motivated individual to serve as its Volunteer Coordinator. We are a small, highly collaborative organization, looking for a hands-on person to will focus on building and supporting the volunteer program within our organization. This position reports directly to the Program Director.

Working closely with the HVOSC Program Director, the successful candidate will be responsible for creating a vibrant volunteer program, based from the HVOSC office in Skowhegan, Maine. This individual will provide the day to day oversight of the volunteer program which will include, but is not limited to:

- Provide shared leadership with AmeriCorp and HVOSC to manage an AmeriCorp planning grant, and participate in AmeriCorps National Days of Service.
- Guiding volunteers through the HVOSC Volunteer Training Program and participate in community volunteer training.
- Attending HVOSC events and fundraisers to promote volunteering.
- Working with partnership with the Program Director, matching volunteers with clients using identified client needs and volunteer abilities, providing open communication with both parties during the process.
- Manage volunteer schedules (Outlook or Google Calendar), and volunteer assignments.
- Receive training on data collection, analysis, professional skills Respond quickly and professionally to volunteer questions, concerns, and feedback. This may involve independent research, calling community organizations, and communicating with volunteers/clients.

**Compensation:** This is a 36 hour a week position, with a pay range of \$17.00 - \$20.00 per hour, based on related work experience. A \$2,500.00 benefit package may be used for Health Care, Dental, Vision, pre-approved tuition or childcare reimbursement. This position also provides two weeks of paid vacation.

**Education/Experience/Skills Requirements:** High school degree or equivalent is required, some college is preferred. The successful candidate will have excellent people skills, be proficient in both written and verbal communication, and have a strong background in computer skills, able to send and receive email, create and maintain data bases, and maintain accurate office records. Working with a non-profit or in an office setting is preferred, but will train a suitable candidate. Selected candidate must pass a Maine Criminal Background Check for criminal and financial concerns. HVOSC orientation and training will be provided to the selected candidate.

**Our Mission:** Hospice Volunteers of Somerset County (HVOSC) was created in 1989 and serves Somerset County by providing compassionate care and support for individuals facing a life limiting illness. Please visit our website at [www.hvosc.org](http://www.hvosc.org) to learn more about HVOSC.

**How to apply:** We invite all qualified candidates to submit a cover letter and resume to Linda MacKenzie, [hvosc.boardchair@gmail.com](mailto:hvosc.boardchair@gmail.com). Position will close upon hiring a qualified candidate.

**HVOSC does not discriminate.** Hospice Volunteers of Somerset County (HVOSC) does not discriminate based on physical or mental disability, race, color, creed, age, sex, sexual orientation, religion, ancestry, or national origin in admission to, access to, or operation of its services, programs, or activities. Individuals who need auxiliary aids or services for effective communication in services, programs, and activities of HVOSC are invited to make their needs and preferences known to HVOSC. We will do all we can to accommodate these needs through available resources.