

**Barren River Area Development District (BRADD)**  
**Position Description**

**Class Title:** Aging Services Volunteer Coordinator

**Department:** Aging Services

**Supervisor:** Director of Aging Services

**Supervises:** Volunteers/Interns

**Exempt Status:** Exempt

**Class Characteristics:** Under general administrative direction, supervises, organizes, directs and coordinates a volunteer program related to senior center programming and other aging services. Responsible for the implementation, evaluation and coordination of program service/goals and supervision of volunteers, while adhering to the purpose and mission of the Barren River Area Development District.

**General Duties and Responsibilities:**

**Essential:**

1. Assist Senior Center Coordinator with planning, organizing, and evaluating all activities and programs of the Senior Centers.
2. Serve, as needed, as a back up to the senior center coordinator, local managers, and drivers. Extensive daily travel likely.
3. Supports pre-service and in-service staff training and development.
4. Create/develop, implement and maintain a volunteer network for our service area.
5. Supervise, direct, and evaluate volunteers; handling employee/volunteer concerns, direction of work.
6. Assist and support Center Managers with program planning, fiscal contributions, service delivery, recruitment and public relations.
7. Master services of our Aging & Disability Resource Center (ADRC) to promote the ADD and assist with overflow of ADRC calls/contacts.
8. Assist with administration of intern programs related to the Aging Services division.
9. Prepare monthly, quarterly, semi-annual and annual reports of service delivery and programming impact.
10. Make on-site monitoring visits to centers, frequently.
11. Act as liaison between other service providers, program staff and administrative team.
12. Assist and advise Site Councils.
13. Monitor contract/grant compliance to include review of services goal status.
14. Promote and market Senior Center services including presentations to interested groups.
15. Represent the interests of older persons.
16. Coordinate planning with other agencies and organizations to promote new or expanded benefits and volunteer opportunities for older persons.
17. Represent the ADD and department at meetings, conferences, etc.
18. Attend conferences, training programs, etc. in order to meet training requirements.

19. Administer special projects and may perform other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

**Training and Experience:** Bachelor's degree in business, health or human services field from an accredited college or university. Preferred experience with organization and supervisory responsibilities, and combination of education training, and experience which provides the knowledge, skills and abilities for the position is required.

### **Special Knowledge, Skills and Abilities:**

#### **Knowledge:**

1. Knowledge of federal and state programs and program guidelines for the elderly and disabled.
2. Knowledge of the social and economic conditions of the region.
3. Knowledge of programmatic policies and procedures.
4. Knowledge of both formal and informal resources available for the elderly and disabled.

#### **Skills:**

1. Skilled in oral and written communication, including public speaking.
2. Skilled in the use of computers and applicable software programs.
3. Skilled at problem solving.
4. Skilled in the preparation of detailed reports.
5. Skilled at incorporating available resources for individuals.
6. Skilled in establishing and sustaining interpersonal relationships.
7. Skilled in organizing and maintaining accurate files and records.
8. Skills in mathematics, budgeting and simple spreadsheets.

#### **Abilities:**

1. Ability to supervise, counsel and train while assisting with required duties.
2. Ability to communicate verbally and in writing including; assembling information, written and oral reports in a clear, concise and effective manner.
3. Ability to make decisions.
4. Ability to advise and interpret on how to apply policies and procedures to specific situations.
5. Ability to prepare and maintain accurate records, understand and interpret reports.
6. Ability to establish and maintain effective working relationships with clients, volunteers, co-workers, state and local officials and administrative personnel, and the general public.

## **ADDITIONAL INFORMATION**

**Instructions:** Somewhat general; many aspects of the work are covered specifically, but also must use own judgment.

**Processes:** Frequently required to refine existing work methods and develop new techniques, concepts, or programs within established limits or policies.

**Review of Work:** Supervisor spot checks work as being completed, work is reviewed upon completion.

**Analytical Requirements:** Assignments frequently involve decisions based on a wide knowledge of many factors where application of advanced or technical concepts is predominantly required.

**Decisions and Judgments:** Determining needs for individuals and devising a plan to ensure meet those individual needs.

**Tools, Equipment and Vehicles Used:** Basic office equipment; must operate/drive a vehicle as a job requirement.

**Physical Demands:** Work is typically performed indoors at a desk or table; intermittently sitting, standing or stooping; must lift light objects (less than 25 pounds); work is occasionally performed outdoors.

**Contacts:** Regular contacts with employees or supervisors from other departments, frequent public and internal contacts requiring tact and diplomacy are job requirements.

**Confidential Information:** Regular use of confidential information is a job requirement.

**Mental Effort:** Heavy.

**Interruptions:** Frequent.

**Special Licensing Requirements/Certifications:** Must possess and maintain valid driver's license. Also see desired qualifications. Must attend training to satisfy requirements.

**Availability:** Primarily during normal hours of operation, occasionally may need to be available outside of regular office hours.

**Additional Requirements:** Negative TB skin test, proof of vehicle insurance, pass criminal background checks and drug test. Minimal overnight travel as needed.

**Overtime Provision:** Exempt

#### BRADD Mission Statement:

The mission of the Barren River Area Development District is to preserve and advance the quality of life and economic well-being for all citizens of the BRADD through regional collaboration.

*\*The above job description is intended to describe the general content of and the requirements for the performance of this job. It is not intended to be construed as an exhaustive statement of duties, requirements or responsibilities.*