

## Job Announcement

Family Eldercare seeks **Volunteer Coordinator** for Federal Administration on Aging grant funded *Community Innovations for Aging in Place* project. This is a unique opportunity to be part of a national initiative and substantially progress services and supports for older adults in Travis and Williamson Counties.

### **Job Summary:**

The Volunteer Coordinator is responsible for promoting volunteerism among older adults living in the senior residences served by the project. The primary goal is to encourage leadership among older adult residents. Develops program goals and objectives to engage older adults in promoting aging in place in culturally diverse communities. Conducts outreach and develops incentives to encourage older adult residents to engage in volunteer and program activities. Outreach and coordination of non- resident volunteers and volunteer groups to support residents' needs and interests.

### **Qualifications/Experience:**

Required: Bachelors Degree in Management, marketing, human services or a related field. Two years experience in recruitment and placement of volunteers. Demonstrated experience working with older adults. Basic level skills on Microsoft office suite.

Preferred: Masters Degree in Management, marketing, human services or a related field. Four years experience in recruitment and placement of volunteers. Demonstrated experience working with older adults and program development. Intermediate level skill on Microsoft office suite. Bilingual in Spanish (read and write).

### **Salary:**

Starting salary range \$29,500- \$31,000 with benefits. This is a non-exempt position.