



JOB ANNOUNCEMENT
Internal/External Recruitment

Position: Volunteer Coordinator, Meals-On-Wheels Program

Salary: Full Time, Grade 10, \$2,373/month, plus benefits

Closing Date: Candidates must submit a standard MAG application and optional resume by close of business on Thursday, September 16, 2010, to the attention of Heidi DeMarco.

Minimum Qualifications:

1. **Education:** Graduation from high school or equivalent, plus two (2) years of specialized training related to behavioral science programs, marketing, communications, or related field.
2. **Experience:** Two years experience working with volunteers or in a volunteer-based organization, in providing support to community-based social service or aging program, or performing similar duties to those outlined below.

– OR –

An equivalent combination of relevant education and work experience.

Knowledge, Skills and Abilities:

- Excellent verbal and written communication skills.
- Ability to establish and maintain effective working relationships, and to interact with the elderly.
- Organize and coordinate the volunteer application process and maintain volunteer records.
- Creative thinking in developing partnerships, conducting outreach and identifying fundraising opportunities.
- Must be collaborative and supportive in working as part of a team.
- Demonstrate a love for people of all ages and a passion for volunteerism.
- Previous experience in marketing, outreach and/or fundraising activities is desirable.
- Ability to drive within the service area as needed, including a valid Utah Driver's License.

Primary Responsibilities:

Responsible for recruitment and screening of volunteers to serve seniors through the Meals-on-Wheels, Home Delivered Nutrition program. Provides orientation and training for volunteers; schedules volunteer service; coordinates with senior centers, businesses, and other organizations who serve as meal drop sites. Establishes and maintains working relationships with volunteers and various community and business organizations; develops and implements public relations program to further recruitment and recognition efforts; coordinates and participates in fund raising events. Prepares and distributes newsletters, press releases, program reports and other outreach materials. Advocates for volunteers, promotes volunteer recognition and participates in planning and implementation of volunteer recognition activities.

Physical/Environmental Factors:

This position requires occasional sitting at a desk or in meetings for extended periods of time, standing and walking, regular travel within the Utah County area, occasional travel within the Mountainland region and Wasatch Front, potential exposure to various illnesses.

Mountainland Association of Governments is an equal opportunity employer and encourages applications from all interested persons, including minorities, veterans, disabled individuals, females and persons aged 55 and older, who are otherwise qualified for this position.