



AmeriCorps Position Description Volunteer Recruiter

Job Title: Volunteer Recruiter

Service Location: 247 North Macdonald Street, Mesa, AZ 85201

Department: East Valley Adult Resources

Supervisor: Program Operations Director

Schedule: Average 18-20 hours per week, with specific schedule to be developed subject to needs of the program.

Service Commitment: Must complete 950 service hours.

Service Term: September 1, 2018 to August 31, 2019

Agency Summary: East Valley Adult Resources (EVAR) has been dedicated to empowering and supporting older adults and their families to remain independent and engaged in our community since 1979. EVAR provides a full continuum of programs and services, with core programs that include: Center-Based Services at two Active Adult Centers (senior nutrition congregate meals, health and wellness support, education programs, and social activities); Meals on Wheels (daily hot, nutritious meal delivery and wellness checks for homebound older and disabled adults), In-Home Support (Assistance for Independent Living Volunteer Services matches isolated homebound older adults with volunteers for essential transportation, grocery shopping, friendly visits and related supports; Home Care provides non-medical respite, personal care, and homemaking services through trained home care aides); and Outreach / Social Services (assistance in navigating and accessing needed social services, benefits and health resources). The overarching intended outcome for older adult participants is to maintain independence, preserve dignity and enhance quality of life.

Job Description: Within the scope of the organization's mission and as part of the program team, this AmeriCorps Member is responsible for promotion and recruitment for volunteer opportunities across all EVAR programs and operations, to aid in community engagement and enable the agency to expand services for older adults.

Essential Duties/ Responsibilities:

- Complete training to become knowledgeable about the full array of EVAR's programs and services.
- Work with the Program Operations Director and program supervisors to identify needs and opportunities for individual and group volunteer engagement. Create or update volunteer job descriptions, application forms and promotional materials, in keeping with branded agency templates, to be reviewed and finalized by the team.
- Conduct outreach and marketing to recruit volunteers. Develop and implement plans to contact local businesses, clubs, faith communities, and organizations to present volunteer opportunities. Participate in community volunteer fairs and similar activities.
- Respond to volunteer inquiries and individually follow-up with each candidate to assess interests and skills to ensure an appropriate fit with specific volunteer opportunities. Introduce candidate to appropriate supervisor.
- Work with the Program Operations Director and program supervisors to develop a consistent overall agency volunteer orientation module. Provide support as needed to supervisors in conducting job-specific volunteer orientation sessions.
- Support supervisors to plan and implement volunteer recognition events and activities.
- Maintain a log of volunteer recruitment activities and related records and reports in accordance with EVAR procedures.
- Assist with related program and promotional activities as needed and appropriately assigned.
- Ensure that EVAR's policies, standards and decisions are implemented and maintained.

Education/Experience/Qualifications:

- Experience working with older or disabled adults and sensitivity to their needs.
 - Effective interpersonal skills and ability to encourage teamwork. Excellent customer service skills. Multi-cultural sensitivity and ability to work with diverse community members.
 - Demonstrated effective written and oral communication skills. Ability to provide oral presentations.
 - Strong organization skills. Effective computer skills using Microsoft Word and Outlook platforms at a minimum.
 - Ability to work independently and proactively.
 - Flexibility to work special activities or events as assigned.
 - Valid Arizona Driver's License and automobile liability insurance coverage; use of personal vehicle for performance of some job functions.
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- Preference will be given to candidates who are 55 years of age or older
 - U.S. citizen or U.S. National or have status as a Lawful Permanent Resident
 - Member must successfully pass a background check
 - Ability to obtain/maintain a Level 1 Fingerprint Clearance Card

East Valley Adult Resources and Mesa United Way are equal employment opportunity employers and seek to employ and assign the best qualified personnel for all their positions in a manner that does not unlawfully discriminate against status or characteristics protected by law.