



Joseph C. Sullivan, Mayor

Human Resources Department

Karen M. Shanley
Human Resources Director
781-794-8264
kshanley@braintreema.gov

Kathleen G. Holmquest
Benefits Coordinator
781-794-8263
kholmquest@braintreema.gov

Catherine L. Porter
Human Resources Generalist
781-794-8262
cporter@braintreema.gov

JOB POSTING

JOB TITLE: Coordinator of Volunteers
UNION: A.F.S.C.M.E.
LOCATION: Elder Affairs
DATE AVAILABLE: January 1, 2017
SALARY: S-6 - \$35,981.40 - \$40,404.00

QUALIFICATIONS:

High School graduation, supplemented by courses in secretarial, community social services, volunteerism, gerontology or related field or considerable hands-on experience in elderly services.

RESPONSIBILITIES:

Please see attached job description for complete details.

POSTING DATES: December 15, 2016 – until filled

Applicants may submit a cover letter and resume to the following address:

Human Resources Department
Town of Braintree
1 JFK Memorial Drive
Braintree, MA 02184
or email to : kshanley@braintreema.gov

Town of Braintree is an Equal Opportunity Employer

Date Approved: July 1, 2011

Grade: S-6

Union: AFSCME

Apptg. Authority:

COORDINATOR OF VOLUNTEERS

NATURE OF WORK:

Administrative position responsible for coordination of volunteer programs and related work.

SUPERVISION:

Works under the direction of the Director of Elder Affairs, jointly establishing a plan of operation including program planning and development and strategies to address the needs and policies as determined by the Mayor.

JOB ENVIRONMENT:

Work is performed under typical office conditions.

ESSENTIAL FUNCTIONS:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Duties are not necessarily in order of importance or frequency of performance.)

- Recruit, coordinate, screen, train and supervise all volunteers at the Department of Elder Affairs; assign appropriate volunteers on the basis of program needs; monitor community resources available for volunteers; compile statistics, data entry volunteer hours, prepare reports regarding volunteer programs; conduct volunteer meetings and perform routine assessment of work performance.

- Supervise the Work for Tax Program; recruit, screen, train and supervise the seniors applying for the Work for Tax positions; place seniors in various jobs in Town Departments; keep accurate records and submit yearly payroll of the Work for Tax Program.

- Compile, edit and prepare the Department of Elder Affairs monthly newsletter; supervise monthly distribution of newsletters via volunteers; maintain constant contact with newsletter distributor and various departments submitting articles for placement in newsletter.

- Plan, book and supervise all aspects of Department of Elder Affairs day trips including buses; research trip locations on internet, contact with locations and negotiate pricing; coordinates collection and deposit of all fees with Treasurer/Collectors office; train and supervise Trip Monitors for all trips.

- Supervise the Meals-on-Wheels-Program; assign volunteers for the program; screen and visit all Meals-on-Wheels clients; maintain accurate records of all meals delivered; coordinates billing for meals-on-wheels program.

- Assist Director with daily operations of Department of Elder Affairs; develop and implement new programs and activities at Department; plan and book all entertainment for Department; plan and book all special functions at Department; plan and book educational seminars at Department; purchase all the food required at the special functions at Department; purchase all supplies for kitchen/functions at Department; file Food Permits and any other permits needed for functions at Department; apply for cultural grants for educational/social programming.

- Supervise the large intergenerational program during school year and summer programs; supervise the Intergenerational "School to Work Program" at Department of Elder Affairs; supervise Intergenerational bus monitors for shopping program.

- Regular and predictable attendance.

KNOWLEDGE, SKILLS AND ABILITY:

Knowledge: Knowledge of elder services and community resources.

Skills: Typing – 40 wpm.

Ability: Ability to meet and deal with people appropriately and effectively.

REQUIRED QUALIFICATIONS:

High School graduation, supplemented by courses in secretarial, community social services, volunteerism, gerontology or related field or considerable hands-on experience in elderly services.