



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

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## Job Posting

**JOB TITLE** Volunteer Coordinator

**SALARY RANGE** \$40,000-\$50,000 per year, based on education and experience

### JOB DESCRIPTION

This Volunteer Coordinator will develop and implement all the necessary components and protocols to establish and implement a new volunteer program for older adults/senior citizens throughout New Mexico, outside of Bernalillo County. Under the Non-Metro Area Agency on Aging (NMAAA), the Volunteer Coordinator will establish a volunteer program and base of volunteers to assist with various senior services and programs.

### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Community outreach, volunteer recruitment, assistance, and scheduling	75%
Volunteer program development and administration	25%

This is a temporary position located in the Santa Fe office. This position requires close and effective working relationships with senior centers and volunteers, and the ability to perform successful community outreach. Excellent organizational, customer service and communication skills are required. This position requires some travel throughout New Mexico.

### EXAMPLES OF WORK PERFORMED

- Identify, develop, and implement creative volunteer recruitment strategies and methods to attract and retain a sufficient pool of volunteers to maintain efficient operations of identified programs.
- Target and present to employers and local organizations appropriate for volunteer requirement.
- Recruit, interview, and select compassionate and competent volunteers.
- Manage, schedule, and coordinate all volunteer activities.
- Schedule and place volunteers based on the needs and the interests and skills of the volunteers.
- Develop and facilitate volunteer orientation and training.
- Develop and update volunteer handbook, safety and screening protocols as needed.
- Develop and manage volunteer support budget.
- Develop and maintain a monthly record-keeping system that includes volunteer services delivered and actual time involved.
- Coordinate compliance program policies and procedures for volunteers.
- Report volunteer schedules and changes as needed.
- Prepare service reports as required and requested.
- Functions as a liaison between NMAAA, providers, the volunteers, and clients.
- Develop and implement a volunteer appreciation program.
- Foster and develop relationships with other program coordinators, managers and directors.
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, participating in professional societies.
- Contribute to team effort by accomplishing related results as needed.

- Other duties as assigned or necessary to meet the goals and objectives of North Central New Mexico Economic Development District (NCNMEDD), the NMAAA parent agency.

#### **QUALIFICATIONS AND SKILLS REQUIRED**

- Bachelor's degree preferred or three years of experience directly related to the duties of the position. At NCNMEDD's sole discretion, direct or related experience may be substituted for education and vice versa.
- Basic office and computer skills, data entry and database management experience preferred.
- Ability to work independently, prioritize tasks, and meet deadlines.
- Ability to prepare/create the necessary computerized reports.
- Ability to communicate clearly and concisely, orally and in writing.
- Must be able to maintain effective working relationships with NCNMEDD staff, external providers, partner organizations, and clients.
- Ability to independently plan and organize projects.
- Ability to coordinate input from various organizations/individuals.
- Ability to work and perform in conflict/crisis environments.
- Knowledge of program planning concepts, principles, and practices.
- Proficient in Microsoft Word, Excel, e-mail, Internet, and database administration.
- Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community.

#### **SUPERVISORY RESPONSIBILITIES**

This position does not require any supervisory responsibilities.

#### **PHYSICAL DEMANDS**

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

#### **TRAINING**

Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

#### **DECISION-MAKING**

This position does not require decision-making responsibilities beyond those required in a typical day-to-day working environment.

#### **COMMUNICATIONS**

Reports to the Special Projects Coordinator and interacts with NCNMEDD employees and contractors, New Mexico State agencies staff, Federal agencies staff, state and local elected officials, the public, and private and/or corporate entities.

#### **EQUIPMENT USED**

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

#### **WORK ENVIRONMENT**

This position will work in a standard, smoke-free, indoor office environment with other staff.

### **CONDUCT**

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

### **APPLICATION DETAILS**

- Salary commensurate with qualifications and experience. Quality benefits package includes medical, dental, vision, paid time off and PERA retirement.
- Candidate selected must successfully complete all pre-employment requirements (I-9, drug test and background check) prior to commencing employment.
- Complete NCNMEDD Employment Application online on NCNMEDD website [www.ncnmedd.com](http://www.ncnmedd.com).
- Application Deadline: Until Filled
- Questions: Please contact Elizabeth Reynolds, Special Projects Coordinator, at 505-787-3774 or [elizabethr@ncnmedd.com](mailto:elizabethr@ncnmedd.com).