



Volunteer and Community Engagement Coordinator

POSITION DESCRIPTION:

Who We Seek:

Foothills Caring Corps seeks a mission-driven individual who enjoys engaging with community members to cultivate and steward potential Volunteer relationships. The Volunteer and Community Engagement Coordinator is organized, detail- and deadline-oriented, and has excellent communication, relationship building and time management skills. The Volunteer and Community Engagement Coordinator will be responsible for recruiting, on-boarding, and training new Volunteers to carry out Foothills Caring Corps' Programs and Services. This includes maintaining an up-to-date database of Volunteer profiles (information and skills), connecting Volunteers to opportunities in their area of interest, informing Volunteers of organizational updates, and sharing the Foothills Caring Corps mission with the community.

Reports to: Executive Director

Salary Range: \$40,000 - \$44,000

Job Duties & Responsibilities:

- Create and initiate the Volunteer Relationship Journey: a strategic and sustainable plan to for Volunteer recruitment, retention, and re-engagement, including stewardship and appreciation event planning. Lead on-boarding and training
- Responsible for Volunteer database management including scheduling, overall recordkeeping of Volunteer hours, and providing monthly reports for board meetings and as needed.
- Develop and implement short- and long-term strategic plans to promote community awareness.
- Identify best practices and create internal processes to engage Program Managers throughout the Volunteer Relationship Journey, with a focus on consistent engagement.
- Responsible for working with Program Managers to maintain program-specific digital and in-person training requirements and certifications.
- Serve as lead staff member for planning and hosting annual Volunteer appreciation event and related Volunteer stewardship efforts.

- Collaborate with Executive Director, Marketing & Development Manager, and other staff members to create an organizational overview presentation for community outreach events and internal organizational use.
- Develop and implement continuing education opportunities for Volunteers related to Volunteer roles, responsibilities, opportunities, and organizational happenings.
- Follow a strict code of confidentiality

Required Skills & Qualifications:

- Commitment to Foothills Caring Corps’ mission
- Two or more years of experience working with Volunteers
- Self-motivated and team-oriented
- Ability to thrive independently and work collaboratively with a team
- Excellent verbal communication and interpersonal skills
- Proficiency in Microsoft Office, Google Suite Programs and Relationship Management Database (CRM) systems

ABOUT FOOTHILLS CARING CORPS

Who We Are:

Foothills Caring Corps local nonprofit organization dedicated to promoting independence and enhancing the quality of life for Neighbors: older adults and persons with disabling conditions who reside throughout the Foothills community. We strive to improve Neighbors’ lives by addressing socialization, health, wellness, and mobility to promote physical, mental, and emotional health and wellbeing.

Team Size: 8-10 Full-Time Staff

Programs & Services: *All Programs & Services are free of charge to Neighbors, except for Mobile Meals.*

- **Mobile Meals:** Homebound Neighbors can enjoy delicious and nutritious pre-made meals delivered by a Foothills Caring Corps Volunteer right to their door.
- **Transportation**
 - **Medical Appointments:** Volunteers drive Neighbors to medical appointments, accompany them inside, and return them safely home after the appointment.
 - **Van Program:** Foothills Caring Corps has a fleet of nine vans, five of which are handicap accessible. Pre-scheduled social and recreational outings are planned for

Neighbors each month. Volunteers pick up a group of Neighbors, drive them to the outing, and return them home after the outing.

- **Grocery Shopping Assistance:** Neighbors who need assistance with grocery shopping may be accompanied by a Volunteer while shopping or have a Volunteer shop on their behalf and deliver groceries to their home.
 - **Caregiver Relief:** Volunteers spend quality time with Neighbors in their homes, allowing their primary caretaker time to run errands or to themselves.
 - **Minor Home Repairs:** Volunteers assist Neighbors with changing light bulbs, smoke detector batteries, or other minor home projects.
 - **Mobility Loan Closet:** Foothills Caring Corps accepts donations of home mobility equipment from the community to provide free of cost to Neighbors and community members in need. Our inventory includes canes, crutches, walkers, wheelchairs, commodes, knee-scooters and other mobility-related equipment.
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Why should you consider this opportunity?

- This is an opportunity to make a huge difference in people's lives within your community!
- This is a mission-centric organization where the staff, board, and volunteers are extremely dedicated, caring, and full of heart.

To Apply:

Please submit a resume and cover letter detailing your interest in the position and your qualifications via email to robinc@foothillscaringcorps.com with subject line: **"Volunteer and Community Engagement Coordinator Position"**.
