



# Meals on Wheels and Senior Outreach Services

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## Volunteer Specialist Job Description



Meals on Wheels



C.C. Cafés



Care Management



Fall Prevention



Home Care Referral



Friendly Visitors

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Meals on Wheels and Senior Outreach Services is a nonprofit 501(c) (3) organization (IRS #68-0044205)

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### OVERVIEW

The Volunteer Specialist reports to the Chief Executive Officer and is responsible for recruiting, screening, and retaining volunteers for the agency, as well as being a part of agency event planning committee.

This position requires outreach, public speaking, organization, and coalition-building skills.

### SCOPE OF WORK

The Volunteer Specialist is responsible for developing relationships with community organizations, faith-based organizations, and companies in order to recruit more volunteers and increase donations to the organization. The Volunteer Specialist is also responsible for creating ongoing engagement activities and monthly anniversary recognition in order to increase volunteer retention.

Daily activities include outreach and cultivation of various groups, volunteer follow-up, ensuring all volunteers have completed a background check, and maintaining volunteer applications within the organization's constituent database.

Additionally, the Volunteer Specialist is responsible for managing special volunteer events, including the Annual Volunteer Appreciation Event, and assisting with other events.

### DUTIES

**Volunteer Recruitment:** Build relationships with community leaders by making presentations to various groups and participating in networking meetings. Update agency listings; collaborate with staff to develop flyers, advertisements, and press releases; serve as liaison to outside groups who want to volunteer for special projects; coordinate school partnerships for project-based volunteering.

**Accountability:** Recruit office volunteers and volunteers for program-specific projects and events; develop and provide reports to the CEO on volunteer recruitment and fundraising goals. Maintain administrative/in-office volunteer excel on fund drive, update as needed. Update volunteer handbook as appropriate. Follow protocols for background check consideration.

**Fundraising and Special Events:** Oversee volunteer events and assist with the planning and execution of additional special events. Plan annual volunteer training workshops. Recruit and assign volunteers and staff for key positions. Develop partners and close sponsorship opportunities in order to increase funding to the organization. Collaborate with MOWSOS staff and special event volunteers to ensure goals of each event are achieved.

**General:** Work with MOWSOS Leadership and assign appropriate volunteers by determining volunteers' interests and abilities. Track same for project recruitment as needed. Work with staff to coordinate volunteers for specific needs as they arise. Collect and report current volunteer statistics. Act as backup office support as needed. Collaborate with Community Engagement Officer on agency-wide campaigns as needed. Suggest appropriate volunteer candidates for monthly agency newsletter/social media spotlight. Provide excel of names/email addresses of all incoming volunteers for monthly newsletter mailing list. Additional duties as they arise.

## QUALIFICATIONS

- Bachelor's Degree in human services or related field preferred.
- Working knowledge of senior services.
- Experience with volunteer program coordination.
- Experience and ability to train, support, and supervise agency volunteers.
- Ability to work with diverse populations, demonstrating cultural competency and community awareness.
- Strong command and knowledge of Microsoft Office and ease in adaptation to new technology.
- Manual typing/data entry.
- Ability to work a flexible schedule.
- Excellent communication and organizational skills.
- Proven track record with events and sponsorship activities.
- Bilingual preferred.

This is a full-time position and may require working evenings or weekends and some travel for presentations and meetings.

Benefits include healthcare contribution, 401k, paid time off, holidays.

Direct all inquiries, resumes and cover letters to Susannah Meyer,  
[smeyer@mowsos.org](mailto:smeyer@mowsos.org). **No phone calls please.**

*Meals on Wheels and Senior Outreach Services is an equal opportunity employer.*