

TITLE: Volunteer and Programs Coordinator

July 2021

Reports to: Executive Director

JOB SUMMARY: Volunteer and Programs Coordinator will be responsible to coordinate, schedule, and lead volunteers; identify, plan, schedule, coordinate, and communicate information about Peninsula Seniors' programs.

DUTIES AND RESPONSIBILITIES:

- Communicate with volunteers to understand challenges, priorities
- Track volunteers' hours
- Identify, develop, schedule, execute in-person and virtual programs
- Identify, contact, schedule speakers for weekly lecture series
- Maintain travel database for tours, travel, and participants
- Various support of Board and Committee meetings

KNOWLEDGE AND SKILLS:

Organized, self-starter, reliable; strong verbal and written communication skills; skillful with technology; team player, works well with others; maintains confidentiality with sensitive organizational information.

20 hours per week