

Employment Opportunity
Volunteer Resource Coordinator
Grade 9

(Local Government)

Starting Salary – \$28,932

Lebanon County Area Agency on Aging
710 Maple Street, 2nd floor
Lebanon, PA 17046

Nature of work – Plan, organize, and coordinate the development of volunteer resources. Provide an array of meaningful volunteer opportunities for seniors to serve other seniors and their community at large, as well as for volunteers of all ages to participate in volunteer opportunities providing services to older persons. Recruit and interview volunteer applicants, match candidates with volunteer opportunities and assist as necessary through placements. Develop new volunteer opportunities based on the assessed need expressed by the Area Agency on Aging. Establish and maintain continuous working relationships with social services agencies, agency staff, other volunteer groups and agency volunteers. Coordinate evidence-based Health and Wellness programs. Develop annual state plan; schedule, promote, coordinate and lead programs; complete all associated paperwork; and meet required timeframes. Assist with coordination and development of annual 50+ Festival.

Minimum Requirements -- One year of experience as a Volunteer Resources Coordinator Trainee, or two years of experience in volunteer resources administration; and a bachelor's degree OR Any combination of experience and training which provides the required knowledge, skills and abilities.

HOW TO APPLY

Applicants will be evaluated and approved by Civil Service on experience and training. The position is currently posted on the Civil Service employment website and will close November 21, 2018. Those interested must apply at www.employment.pa.gov. You may also contact C. Keeney at the Agency by calling 717-273-9262 or email ckeeney@lebcnty.org for additional information.

Equal Opportunity Employer