



507 1st Ave. N
Escanaba, MI 49829
(906) 786-7080 – Phone
(906) 789-9423 – Fax

The Menominee-Delta-Schoolcraft Community Action Agency is currently accepting applications for the following position:

Job Title: Retired & Senior Volunteer Program Volunteer Coordinator

Position Type: Non-exempt, hourly

Hours: up to 16 hours a week

Location: Escanaba – Administrative Office

Pay Range: \$15.80

Benefits: Benefits include paid time off; 403(b) retirement plan; and access to our Employee Assistance Program.

Job Summary: The Retired & Senior Volunteer Program Volunteer Coordinator is responsible for supervising, training and overseeing the general welfare of the program's volunteers, ensuring compliance with the conditions of the program's grants and contracts.

Qualifications:

- High school diploma or equivalent; associate degree in human services preferred
- Experience providing supervision and working with older adults preferred
- Working knowledge of computers, including Microsoft Office
- Must submit to a criminal background check

How to Apply: A full job description can be found on our website (www.mdscaa.org/job-board).

Applications can be completed using the following link: <https://pdf.ac/uu1ZH6HJ>

A paper application can also be picked up at any of our centers and sent to MDSCAA, Attention: Human Resources, 507 1st Ave N, Escanaba, MI 49829 **OR** emailed to hr@mdscaa.org.

This position will remain posted until filled.



Job Title: Retired & Senior Volunteer Program Volunteer Coordinator

Program: Retired & Senior Volunteer Program

Location: Escanaba – Administrative Office

Classification: Non-exempt, hourly

Revised: 3/2025

Reports To: RSVP Director

Supervises: None

POSITION OVERVIEW

The Retired & Senior Volunteer Program Volunteer Coordinator is responsible for supervising, training and overseeing the general welfare of the program's volunteers, ensuring compliance with the conditions of the program's grants and contracts.

EDUCATION & EXPERIENCE

- High school diploma or equivalent; associate degree in human services preferred
- Experience providing supervision and working with older adults preferred
- Equivalent combination of education and experience will be considered

REQUIRED SKILLS/ABILITIES

- Working knowledge of computers, including Microsoft Office
- Excellent communication skills
- Strong organizational and time management skills
- Ability to multi-task and work unsupervised
- Ability to travel within the Agency's three-county service area
- Must submit to a criminal background check

DUTIES/RESPONSIBILITIES

- Assist the program director with recruitment, selection, training and placement of RSVP volunteers
- Coordinate support and training activities for program volunteers
- Interpret and support the concept, goals and objectives of the program to volunteers and site station staff
- Act as the liaison between the volunteers and site station staff
- Complete data entry for volunteer timesheets
- Track volunteer and program data and prepare reports for the program director
- Evaluate volunteer performance
- Assist the program director with fundraising events
- Maintain knowledge of local, county and state resources
- Attend meetings and trainings as required by the RSVP Director or the funding sources
- Maintain client confidentiality
- Comply with the policies and procedures of Menominee-Delta-Schoolcraft Community Agency and its funding sources
- Perform other duties as assigned

WORKING CONDITIONS & PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to exert up to 10 pounds of force occasionally
- Occasional travel and possible exposure to inclement weather conditions and hazardous driving conditions

This job description is not designed to cover or contain a comprehensive listing of job duties or responsibilities. Duties may be changed at any time with or without notice.