

Elderberry Express Volunteer Coordinator position opening

4/7/20

Elderberry Express is a nonprofit organization chartered by seven local churches in 1987, to provide transportation services to seniors of Pittsford. The Elderberry Volunteer Coordinator connects volunteer drivers with seniors 65+ who no longer drive for transportation to appointments Monday-Friday 9am-3pm. **The position of Volunteer Coordinator is currently open.**

If you are interested in serving the senior community of Pittsford, continue reading about the Volunteer Coordinator position. This is a paid part-time position Monday-Friday, 8:30am-12:00pm, and with ability to take calls until 4pm and attend monthly afternoon meetings. Hours vary as needed, but average between 15-20 hours per week. The Elderberry Express office is located within the Senior Center of the Spiegel Community Center.

Position Summary:

The Volunteer Coordinator is responsible for scheduling volunteer drivers to provide clients with transportation to appointments. This individual will handle administrative tasks, work closely with volunteers and clients, and handle donations. The volunteer coordinator will also work with Lifespan in attending training and monthly meetings. He or she will also report updates and data at quarterly Board of Directors meetings.

Qualifications Required:

- High school graduate
- Fluent in English language
- Proficient in Microsoft Office, computers, cloud based data management tools, and social media
- Valid driver's license

Position Competencies:

- Arrive on time, prepared to work
- Must have excellent customer service skills
- Ability to communicate and work with the elderly
- Must be able to self-motivate and manage time
- Ability to handle emergency situations

Position Responsibilities:

- Administrative task including, but not limited to, checking mail, filing, thank you letters, retrieving messages, etc.
- Keep driver and client information up to date
- Recruit drivers and clients
- Schedule clients with volunteer drivers
- Compile data for monthly, quarterly, and yearly reports
- Keep marketing materials up to date and dispersed throughout the community
- Attend monthly Lifespan meetings and an initial Lifespan training
- Accept and document donations
- Arrange car maintenance
- Communicate with the Town of Pittsford and contributing churches

- Other tasks deemed necessary

Physical Requirements:

- Sitting for long periods of time
- Driving the Elderberry Express vehicle on occasion

Elderberry Express is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran, disability status, or any other status protected by law and regulations.

Apply for the position of Elderberry Express Volunteer Coordinator by sending a cover letter and resume to the attention of Elissa Landers at ElderberryExpressPittsford@gmail.com no later than April 24th. Any questions about the position may be directed to this email as well. Zoom interviews will be held the last week of April, and the starting employment date will be May 4th. Due to the current circumstances of Covid-19, dates are subject to change.