



Interested candidates please submit resume and cover letter to: Cassy Adams by email
Cassy.adams@alsolegon.org

Volunteer Coordinator

Reports To: Care Services Director

Job Status: Full Time- Exempt

Hours: Full Time- 40 hours per week (Monday-Friday, 9-5pm)

Location: Hybrid: Chapter Headquarters (Portland) and Work from home (Outreach and Travel into the community is required).

Salary: \$54,000-58,000, Commensurate with Experience

Benefits: Individual health, dental, vision, EAP, generous retirement match, long term and short-term disability benefits. 8 paid holidays, PTO package, parental leave, professional development and more.

Travel: Statewide and regional travel required; car and air travel. Must own reliable vehicle with insurance coverage. Mileage Reimbursement available, rental vehicle covered for trips over 100 miles one way.

Posting Open: October 4th, 2023

Application Deadline: November 8th, 2023

Your Opportunity:

ALS Northwest is a dynamic nonprofit organization providing support and resources for people living with ALS, their families, and caregivers living in Oregon and the Southwest Washington region.

ALS Northwest is recruiting a Full-Time Volunteer Coordinator to manage and expand existing Volunteer programs that support people living with ALS and their families through companionship, peer support, and practical task assistance.

The Volunteer Coordinator will be responsible for managing the existing Helping Hands and Caregiver Mentor Programs, including the oversight of volunteers and program participants in recruitment, training, assignment, recognition, outreach, and data tracking. We are looking for a candidate who can work independently and establish and maintain professional relationships.

We are looking for a Volunteer Coordinator who is ready to take our existing programs to the next level by expanding them more fully across our region. Program expansion efforts will include outreach and travel to rural areas within Oregon and SW Washington, increase volunteer recruitment, program participation, and volunteer retention.

Major Responsibilities:

Collaboration

- Work collaboratively with all chapter staff to identify and recruit potential volunteers.
- Work closely with the Chapter's Care Services Team to identify People Living with ALS and their families who may benefit from the programs available.
- Build relationships with regional ALS staff and local partners in all parts of the state.
- Assist, as requested, with volunteer efforts at chapter events.

Volunteer Recruitment, Intake, and Placement

- Serve as the main content creator for all volunteer program webpages and forms.
- Create short-term and long-term opportunities for volunteers through ongoing care services programs and one-time volunteer project opportunities.
- Recruit, train, and oversee Volunteer Ambassadors in regional areas.
- Connect volunteers with clients/families to fulfill volunteer requests.
- Meet personally with volunteers and Program Participants as available and appropriate.
- Create and build opportunities in the community through corporations, schools, church groups, youth groups, college sororities/fraternities, etc. for ongoing or one-time larger scale projects.
- Conduct interviews and background checks for all recruited volunteers prior to their work with the chapter.
- Provide orientation, training, and oversight for all chapter volunteers.
- Provide appropriate placement of volunteers in positions that align with their interest and skillset.
- Utilize existing databases to develop, store, update, and maintain volunteer contacts, documents, and activities.

Train, Evaluate, and Supervise

- Manage and conduct standardized orientation and training for all volunteers that include core competencies such as confidentiality, active listening, boundary setting, and the impact of ALS on individuals and families.
- Ensure that all volunteers are appropriately screened and provided with orientation/training.
- Conduct monthly check-ins with all volunteers and Program participants.
- Develop and evaluate program impact using surveys and other evaluation measures for participants and volunteers.

Records

- Create and maintain crucial volunteer records to include intake documents, contact information, training activities, and volunteer activities through chapter database.
- Maintain volunteer records and program data for regular reporting and evaluation.
- Perform administrative tasks as necessary.
- Ensure confidentiality of all volunteer and client information.

Recognition

- Develop and maintain volunteer program recognition that is timely, personalized, and consistent.

General Tasks

- Assist other staff with specific projects as needed.
- Attend special events as requested.
- Commitment to ALS Northwest' Mission.
- Excellent verbal and written communications.
- Maintain healthy relationships with colleagues.
- Detail oriented, organized and ability to troubleshoot.
- Other duties as assigned by supervisor.

Minimum Qualifications:

- Bachelor's Degree Required in human services or related field.
- Experience working with and recruiting volunteers required.
- Working knowledge of common databases.
- Knowledge of or demonstrated interest in learning about ALS, symptom management and treatment options for people with ALS.
- Self-management, communication, and time management skills
- Proficient in Microsoft software.
- Possess and expresses a positive attitude toward people with ALS and people with disabilities.
- Demonstrated ability to work independently and establish and maintain professional relationships.
- Skill and experience in building rapport with volunteers and clients.
- Professional commitment to client confidentiality.

Other Requirements and Compensation Information:

Local and Regional travel is required by car and air travel. Use of personal car for local travel with mileage reimbursement. Valid Oregon or Washington State Driver License and Car Insurance is required. Ability to drive rental vehicles required for travel over 100 miles.

Application Guidelines / Contact

Interested applicants should submit:

- Cover letter addressing your interest and qualifications for the position.
- Current Resume

Electronic submissions only - Cassy.adams@alsoregon.org. Please honor our no phone calls policy.

For additional information visit us at ALS Northwest, www.alsoregon.org

ALS Northwest is an equal opportunity employer and believes that each team member makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities outlined in a job description. Therefore, this job description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to

just the work identified. It is our expectation that each team member will offer his/her services wherever and whenever necessary to ensure the success of our endeavors.