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Job Description for Volunteer Coordinator/Operations Assistant

Hospice Volunteers of Somerset County (HVOSC) is seeking a self-motivated individual who enjoys working with the public to fill the position of **Volunteer Coordinator/Operations Assistant**.

The successful candidate will be responsible for a variety of tasks, including recruiting and training volunteers, overseeing the volunteer program, community outreach, and helping to support a smooth day-to-day operation at the HVOISC office in Skowhegan, Maine. Orientation and training will be provided.

Compensation: This is a 20-hour per week position, Tuesday and Wednesday 8 hours and Friday 4 hours. Hourly pay is \$17- \$20 per hour based on related work experience. A \$2,500.00 benefit package may be used for Health Care, Dental, Vision, pre-approved tuition, or childcare reimbursement. This position also provides two weeks paid vacation per year of employment.

Education/Experience/Skills Requirements: A high school diploma or GED is required. The successful candidate will have excellent people skills, be proficient in both written and verbal communication, have a strong background in computer skills, and be able to correspond through email, create and maintain data bases, and maintain accurate office records. A background working with a non-profit or in an office setting is preferred.

Our Mission: Hospice Volunteers of Somerset County (HVOSC) was created in 1989 and serves Somerset County by providing compassionate care and support for individuals facing a life limiting illness. Please visit our website at www.hvosc.org to learn more about HVOSC.

How to apply: We invite all qualified candidates to submit a cover letter and resume to Hospice Volunteers of Somerset County, P.O. Box 658, Skowhegan, Maine 04976 or by e-mail to volunteer@hvosc.org.

Deadline: Position will close upon finding a qualified candidate.

HVOSC does not discriminate. Hospice Volunteers of Somerset County (HVOSC) does not discriminate based on physical or mental disability, race, color, creed, age, sex, sexual orientation, religion, ancestry, or national origin in admission to, access to, or operation of its services, programs, or activities. Individuals who need auxiliary aids or services for effective communication in services, programs, and activities of HVOSC are invited to make their needs and preferences known to HVOSC. We will do all we can to accommodate these needs through available resources.