



HAMILTON-MADISON HOUSE IS SEEKING A VOLUNTEER COORDINATOR SENIOR SERVICES DIVISION

Hamilton-Madison House is a non-profit settlement house dedicated to improving the quality of life of its community, primarily serving the Two Bridges/Chinatown area of Manhattan's Lower East Side. Hamilton-Madison House provides a wide range of programs and services designed to enhance the quality of life for all residents throughout New York City's five boroughs, including childcare, cultural enrichment services, senior services, behavioral health services, and immigrant and community services.

The Senior Services Division is committed to meeting the needs of older adults, their families, and caregivers through a coordinated network of programs and services. The goal is to provide older adults with the support they need to remain active and engaged members of the community for as long as possible. The Volunteer Coordinator will work with three NORCs – Confucius Plaza, Alfred E Smith Houses, Knickerbocker Village to find, cultivate and direct volunteers to assist in programming. This person will recruit volunteers, communicate program needs and work with volunteers to make sure that program needs are met.

Qualifications

- Bachelor's Degree
- Excellent written and verbal communication skills
- Works well under pressure, meets tight deadlines and target, and able to deliver effective results
- Highly computer literate with capability in email, MS Office and communication tools
- Fantastic organizational and time management skills
- Ability to multitask and adapt in a fast-paced environment
- Strong people skills
- Meticulous attention to detail
- Bilingual a plus

Responsibilities

- Coordinate all volunteer activities at NORCs
- Maintain both hard and digital copies of volunteer data
- Assist with recruitment process by working with various agencies
- Provide general administrative support such as preparing correspondence, forms and reports, composing regular correspondence
- Perform volunteer orientations and update records of new volunteers
- Produce and submit reports on volunteer activity

Compensation:

Commensurate with qualifications and experience

Hours:

Monday to Friday, 9:00AM to 5:00PM, 35 hours per week

To Apply

Submit cover letter and resume to HMH HR Department

Fax: 212-349-2793

Email: hrdept@hmonline.org

Posting Date

March 14, 2022

Application Deadline: Until filled

Hamilton-Madison House is an Equal Opportunity Employer