

Volunteer Services Coordinator

SeniorsPlus is seeking a full time, 32-hour Volunteer Services Coordinator responsible for administration of the organization's volunteer service programs and activities within the greater Lewiston/Auburn area.

The successful candidate must have experience working with volunteers and will administer the volunteer programs by coordinating and providing daily oversight for the recruitment, screening and placement of volunteers. The position provides support to staff who supervise volunteers; coordinates special events and recognition programs; and promotes volunteerism in the community. Requires excellent presentation and community relations skills, excellent written and oral communications skills, and a demonstrated knowledge of Microsoft Office software.

Qualifications preferred include a two-year degree plus two years experience, or an equivalent combination of training, education and experience.

Interested applicants should submit a letter of interest including salary requirement and resume by July 9, 2010 to: jobs@seniorsplus.org, or:

Human Resources
SeniorsPlus
P.O. Box 659
Lewiston, ME 04243-0659

SeniorsPlus is an Equal Opportunity Employer