

SENIORS FIRST, INC. JOB POSTING

VOLUNTEER ADMINISTRATIVE ASSISTANT

Veterans Preference

Job Summary: This position assists in the administration of the daily operation of the agency's Volunteer Program. Position is part-time. High School diploma or equivalent. Two years of office clerical experience. A valid Florida Driver's License, a clean driving record, reliable transportation and proof of auto insurance. Working knowledge of MS Suite, including but not limited to Word, Excel, and Access. Must be able to learn other software programs required by the department. Sufficient mobility and strength to ambulate and move throughout facilities. Requires the ability to access any office or private residence independently. Able to sit for long periods, requires frequent walking, standing, stooping, lifting to approximately 15 pounds, and occasional lifting of up to approximately 35 pounds. Other limited physical activities are required.

Essential Functions

- Completes essential paperwork required in the recruitment of volunteers.
- Assists in completing documents necessary for volunteer orientation and onboarding.
- Assists in the handling of level one background screening documents
- Assists in the maintenance of volunteer member records.
- Assists in the documentation of recording volunteer service hours and generates the monthly and annual reports.
- Ensures that all volunteer information including, but not limited to service hours, route/client assignment, demographic data, licensure renewal, and availability, is entered in the volunteer database and tracked monthly for required reports and recognition program. Hard copies are filed and maintained as necessary as determined by the volunteer supervisor.
- Ensures that volunteer check-in procedures are followed, volunteer tracking forms are sent out to the Meals on Wheels sites monthly.
- Assists with the administration and updating of all policies and procedures that guide the volunteer program and reflect the overall values of the agency.
- Maintains an updated supply of informational forms and brochures for the volunteer program.
- Maintains and updates online orientation training materials, including power point presentations, follow-up handouts, and scheduling forms.
- Assists in implementing volunteer recognition activities to acknowledge the contribution of volunteers to the agency.
- Maintains HIPPA compliance according to agency policy and procedures.
- Promotes positive volunteer/staff relations.
- In conjunction with department leaders, assists with conflict resolution among clients, staff, and volunteers according to established procedures.
- Provides back-up as scheduled to the receptionist during paid time off or on other occasions as required. If bilingual, helps provide backup for Spanish calls when no one is available.
- Attends administrative and departmental meetings, seminars, and other community activities relating to the volunteer program.

Other Knowledge/Skills/Abilities

- Assist with annual client gift drives.
- Attend all staff meetings and required training
- Maintains HIPPA compliance according to agency policy and procedures
- Performs all other duties as assigned by supervisor.
- Organized, and detailed
- Ability to multi-task.
- Customer service oriented.
- Ability to work in stressful situations and to react in a calming manner.
- Ability to determine emergencies - abuse/neglect, food, and shelter.
- Understanding of the elderly and/or disabled individuals.

This is a part-time position working Tuesday, Wednesday, Thursday; 15 hours per week.

All applicants must be able to pass a pre-employment drug test, driving record check and a Level 2 background screening.

Position Opens: January 17, 2025

Position Closes: March 17, 2025

All interested applicants should apply at: hr@seniorsfirstinc.org. Internal applicants see HR.

Seniors First is a... Drug Free Workplace, E-Verify/AA/EOE-F/M/Vets/Disabled

Qualified individuals with a disability have the right to request reasonable accommodation to our paper application process. If you are unable or limited in your ability to complete the application as a result of your disability, request a reasonable accommodation by contacting, Human Resources, 407.292.0177 or hrlevel2@seniorsfirstinc.org, informing us regarding the nature of your request and providing your contact information. **Please do not direct any other general employment related questions to this email and/or phone number.** Only inquiries concerning a request for reasonable accommodation will be responded to from this e-mail address and/or phone number.

Employee Signature: _____ Date: _____