



**Sudbury Senior Center**  
Council on Aging  
Town of Sudbury, Massachusetts

40 Fairbank Road • Sudbury, Massachusetts • 01776-1681 • [www.sudburyseniorcenter.org](http://www.sudburyseniorcenter.org)  
Phone: 978-443-3055 • Fax: 978-443-6009 • E-mail: [senior@sudbury.ma.us](mailto:senior@sudbury.ma.us)

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**Job Posting**

**COORDINATOR OF VOLUNTEER PROGRAMS**

**Fulltime Position**

Sudbury Senior Center

The Town of Sudbury seeks a highly responsible and qualified individual for the position of Coordinator of Volunteer Programs at the Sudbury Senior Center. This position is responsible for recruiting, training and supervising volunteers and managing the volunteer programs of the Sudbury Senior Center. Work is performed in a fast-paced environment under the supervision of the Senior Center Director. Excellent computer skills are required.

Minimum qualifications: Bachelor's degree in social service related field required. Equivalent combination of education and experience may be considered. Strong communication skills, including ability to communicate with, support and supervise volunteers is necessary. Working knowledge and experience using a variety of computer software programs, such as Word, Excel, and others. Ability to respect and maintain confidentiality. Please see other requirements in the job description posted on the town's website at [www.sudbury.ma.us/departments/HR](http://www.sudbury.ma.us/departments/HR). Starting salary range is \$48,145 to \$54,018 DOQ, with full range to \$63,323; excellent benefits. Send letter of interest and resume to Debra Galloway via e-mail to [gallowayd@sudbury.ma.us](mailto:gallowayd@sudbury.ma.us). Resumes accepted until November 6, 2024 at noon; position open until filled. AA/EOE

## Position Title

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### Coordinator of Volunteer Programs

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#### **Position Purpose:**

The position of Coordinator of Volunteer Programs has two main functions to recruit and supervise volunteers for Sudbury Senior Center programs and services and to establish and supervise programs designed to assist seniors in their daily lives with the goal of helping them to remain in their own homes while maintaining a comfortable and safe lifestyle. The CVP is also an integral member of the Sudbury Senior Center staff and assists in day-to-day operations of the Center.

#### **Supervision:**

*Supervision Scope:* Performs a variety of administrative duties, which require the independent exercise of judgment and initiative.

*Supervision Received:* Works under the supervision of the Senior Center Director.

*Supervision Given:* Supervises volunteers assisting with programs at the Senior Center or providing services in the community.

#### **Job Environment:**

Work is generally performed under typical office conditions. Noise is moderate in level.

Regularly operates telephone, computer, printer, and standard office machines as needed.

Interacts daily with general public, employees, other departmental employees, other town departments and vendors, local town officials. Communication is generally in person, by telephone, in writing and by e-mail.

Has access to confidential information that requires the application of appropriate judgment, discretion and professional protocols.

Errors could result on confusion, delays or loss of service, adverse public relations; errors could result in legal ramifications.

#### **Essential Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position).*

Work with the Director of the Senior Center and the Outreach Information Specialist to identify priority needs that can best be met by volunteer programs operated by the Senior Center and supervised by the Coordinator of Volunteer Programs (CVP).

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Design job descriptions, evaluation and screening tools for the volunteer programs.  
Develop procedures for program operations and worker protocols to ensure consistent high-quality delivery of services.

Recruit, interview, match and orient volunteers to the appropriate volunteer programs based on the individual's skills and interests.

Insure that the volunteers receive the necessary training and orientation for all of the volunteer programs.

Provide supervision and direction on a regular basis and work to create a supportive environment for all volunteers in the various programs.

Oversee several programs and services provided by volunteers at the Senior Center and in the community.

Assist in managing the daily operation of the Senior Center; opening, closing, handling questions, class registration, reception, setting up for programs and handling urgent situations.

Accept other duties as assigned.

**Recommended Minimum Qualifications:**

**Education, Training, and Experience:**

Bachelor's degree in human services, social work, community health, or related field; 2 years' experience working with seniors, in community or in-patient setting, knowledge and experience with Metro West Elder Services network preferred.

**Special Requirements**

Possession of a valid motor vehicle operator's license.

CPR and first aid certification required.

Acceptable CORI required.

**Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of office equipment and computer applications.

*Ability:* Ability to interact with seniors with sensitivity, tact, and understanding. Ability to respect and maintain confidentiality and to communicate clearly in written and oral form. Ability to work independently and be self-motivated.

Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages.

Ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

*Skill:* Professional administrative skills, including strong interpersonal communication skills, writing skills, as well as solid computer skills. Excellent organizational skills and exceptional customer service skills are of the utmost importance.

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**Physical Requirements:**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Light physical effort is generally required which involves occasional lifting/moving/pushing up to 30 pounds. Frequently required to spend several hours standing, walking, and reaching with arms. Must have the ability to judge distances and spatial relationships. Regularly stands, walks, sits, talks, and listens. Positions requires the ability to operate a keyboard.

*(This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change).*