



JOB POSTING

Position: Volunteer Coordinator (24 hours per week)

Department: Volunteer Services

Duties:

Assist with coordination of new volunteers by conducting interviews with new or prospective volunteers and assisting with new volunteer orientation as necessary. Serve as the lead recruiter for new volunteers, including attending recruitment fairs, posting opportunities on-line and implementing ways for prospective volunteers to get information about Lyngblomsten volunteerism. Coordinate, with the support of the Volunteer Services team, all group volunteers.

Qualifications:

BA or equivalent experience, experience working with volunteers and the desire to enhance the well-being of older adults. Should be able to organize and prioritize multiple tasks while effectively communicating. Demonstrates a professional, welcoming and hospitable demeanor as an ambassador of Lyngblomsten. Self-motivated, independent worker with ability to function as part of a team. Knowledge of computer programs such as Microsoft Office Word, Excel, Publisher and database systems (preferably Volgistics).

To apply: Send cover letter and resume to:
sbeck@lyngblomsten.org
or
Shelli Beck, Director of Volunteer Services, Lyngblomsten 1415 Almond
Avenue St. Paul, MN 55108.

About: Lyngblomsten is an award-winning Christian nonprofit organization serving older adults through healthcare, housing, and community-based services since 1906. Join our team, touch lives, and make a difference! Learn more at www.lyngblomsten.org.

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