



POSITION TITLE: AARP Foundation Experience Corps Volunteer Recruiter

PROGRAM: Carver Senior Programs Department

REPORTS TO: AARP Foundation Experience Corps Program Manager

LOCATION: Carver Senior Center

STATUS: Non-Exempt, Part Time

SALARY: \$15.50/HOUR

SCHEDULE: 15 hours per week

SUMMARY: The Volunteer Recruiter will be responsible for overseeing and implementing volunteer recruitment and retention plan.

RESPONSIBILITIES/DUTIES

- Develop and implement annual recruitment and retention plan
- Conduct virtual and in-person recruitment and retention engagement activities
- Promote and explore recruitment opportunities and activities in the local area that provide services to senior adults
- Assist Program Manager with managing the recruitment, selection, and retention of 50+ volunteers to the Experience Corps Evansville
- Assist Database Administrator with overseeing the processing of application and paperwork related to intake
- Maintain key partnerships/collaborations and on-going contact within tri-states aging network in support of AARP Foundation Experience Corps/Carver's volunteer recruitment goals
- Promote AARP Foundation Experience Corps to gain community recognition and fundraising opportunities
- Update and post social media content; respond to web correspondence, social media posts, and general emails related to recruitment, retention, and special events

OTHER

- Attends monthly webinars and AARP Foundation EC monthly network calls when required
- Perform other duties as needed to support the mission of Carver's AARP Foundation Experience Corps Program

QUALIFICATIONS

- Must have a sensitivity to diversity and a commitment to helping others
- Must have a High School Diploma and related field experience preferred
- Must possess knowledge of various virtual platforms (Cisco WebEx, Zoom, Google Meet) and fundamental computer skills (Data Entry, Microsoft Office, Outlook)
- Must possess INTEGRITY, MATURITY, and ENERGY
- Enthusiasm for mission and vision of Carver
- Excellent writing skills, communication and interpersonal skills
- Highly organized-Ability to prioritize and manage multiple activities and deadlines
- Ability to work flexible hours occasionally and punctual
- Familiarity with quantitative and qualitative reporting strategies
- Ability to work in a team, assisting others when needed
- Valid Indiana Driver’s License and access to a car
- Ability to lift a minimum of 45 pounds

Training Requirements

- Attend ALL Staff training and Professional Development sessions as related to position

Level of decision making

- Compliance with and enforcement of Carver policies and procedures
- Development and implementation of office management policies & procedures

This Job Description is not intended to exhaustive. Other responsibilities may be included as directed by AARP Foundation EC Program Manager or Executive Director.

ACKNOWLEDGEMENT

I have reviewed and understand the above job description and believe it to be accurate and complete and I fully understand the requirements set forth herein. My signature indicates that I hereby accept this position and agree to abide by the requirements set forth. I understand that this job description is to state general guidelines and doesn’t constitute a contract for employment. Furthermore, I understand that the Agency can change the duties and responsibilities of this job as business necessitates. A copy of this job description will be kept in my personnel file.

Employee Signature

Date