

Battle Ground HealthCare Job Description

POSITION TITLE: Volunteer Coordinator & Administrative Assistant

Reports to: Executive Director

Compensation: \$15.00 - \$18.00 /hr.

Full Time Position

Date: 5/10/19

Position Summary:

The Volunteer Coordinator/Administrative Assistant, supports the mission and values of the clinic by recruiting, training, and supporting Battle Ground HealthCare volunteers and staff. This position supervises volunteers and provides direction, coordination, and consultation for all volunteer functions within the Battle Ground HealthCare (BGHC).

The Administrative Assistant, provides administrative support to ensure efficient operation of the office. This position also supports managers and employees through a variety of tasks related to organization and communication and is responsible for confidential and time sensitive material.

Position Duties (Essential Functions) Volunteer Coordinator

- Ensure the organization has an adequate number of volunteers to fulfil its mission.
- Organizes, coordinates and manages the recruitment and onboarding of volunteers for the various committees, departments and programs/services.
- Works with social, civic and local organizations to develop partnerships, where appropriate, to develop and/or utilize volunteers.
- Develops and implements training programs for all volunteers.
- Maintains updated records on all volunteers.
- Sets up and attends volunteer meetings, reporting back to staff on volunteer activities as needed.
- Develops and implements a volunteer recognition program.
- Directs and manages the volunteer tracking system.
- Assists in development of volunteer schedules for BGHC operations and community events.
- Creates a monthly volunteer newsletter
- Process Volunteer Retired Providers (VRP) liability for all volunteers/providers.
- Assists Executive Director with creation, maintenance, and updates of current volunteer job descriptions
- Other functions as requested by leadership

Position Duties (Essential Functions) Administrative Assistant:

- Performs general clerical duties to include by not limited to: photocopying, faxing, mail distribution filing, data entry.
- Responsible for taking meeting minutes; supporting Executive Director and the Board of Directors as needed.
- Calendar management; schedule and coordinate meetings and appointments.
- Assist with events.
- Field general emails and calls.
- Coordinate yearly medical inventory.

Job Requirements:

- Excellent Communication skills – written and verbal
- Proficiency in MS Word, MS Excel and MS Outlook
- Time management and organizational skills.
- Ability to prioritize projects and strong problem solving skills.
- Good research skills and attention to detail
- Knowledge of operating standard office equipment
- Ability to organize and maintain detailed records, complete necessary paperwork, and meet deadlines.
- Ability to manage, network with, and motivate staff, volunteers, and clientele.
- Ability to maintain confidentiality.
- Works with minimal instruction or supervision

This position has no direct staff supervisory responsibilities, but does supervise the entire volunteer force

Minimum Work Experience Requirements:

- Bachelor degree preferred
- High School Diploma required
- Two plus years of hands on administrative support experience
- Experience working with volunteers

Physical Qualifications:

- Work indoors and outdoors performing volunteer management, training, and administrative duties.
- Must be able to set up tables and lift 20 pounds.
- Weekend and evening work required to support volunteer workforce.

The above statements are intended to describe the general nature and level of work performed by the person assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties or skill required.

Note: The Volunteer Coordinator will under NO circumstances offer medical/dental advice to patients. All medical inquiries will be directed to the appropriate clinical staff.

If interested, please email a cover letter addressing how your experience and professional qualifications prepare you to support Battle Ground HealthCare. Please send a current resume and three (3) reference including contact information to: info@battlegroundhealthcare.org