

Neighborhood Friendly Visitor Program

VOLUNTEER COORDINATOR'S ROLE

The Volunteer Coordinator's role is to act as liaison between Volunteers and the Program Coordinator in order to establish/maintain a volunteer program within their parish, school, organization or community.

SPECIFIC DUTIES:

1. To attend Volunteer Coordinators trainings, meetings and workshops.
2. To attend regional workshops offered to volunteers.
3. To provide on-going recruitment of volunteers.
4. To match volunteers with homebound elders, nursing home or assisted living residents in their church and community.
5. To inform volunteers of trainings, workshops and meetings.
6. To update volunteers of information obtained from the Program regarding services that are available to the elderly.
7. To offer support and guidance to volunteers.
8. To refer any difficult or serious questions to the Program Coordinator.
9. To provide record keeping:
 - a. Volunteer applications
 - b. Client information
 - c. Quarterly statistics for reports
10. A two year commitment of service to the program.