



[georgetown-village.org](http://georgetown-village.org)

## **Member and Volunteer Coordinator Part-Time Flexible Position**

Organization Overview: Georgetown Village (GV) is a community-based non-profit organization that connects older adults with one another, offering support and opportunities for meaningful engagement that enable community members to age well with a sense of belonging and dignity. GV is one of 13 senior Villages in Washington DC and part of the growing National Village movement, helping to change the face of aging in America. Georgetown Village offers older adults neighbor to neighbor support through local volunteers in addition to the opportunities for engagement and social interaction. Georgetown Village assists residents of Georgetown, Burleith, Hillandale and nearby areas.

Georgetown Village is an equal opportunity employer. We are committed to hiring the best person for the job based on qualifications and experience and do not discriminate based on age, ethnicity or gender.

Position Overview: The Member and Volunteer Coordinator (MVC) supports the Executive Director in managing membership services and needs. The position works closely with a range of members, volunteers, board members, committees, and staff to ensure that GV is maximizing opportunities to serve members and providing the highest quality services. The MVC serves as the liaison to Village members and volunteers and is also responsible for supporting the planning and implementation of Village events of all types.

Primary Responsibilities:

- Perform initial and ongoing assessments of members in their homes
- Consider appropriate interventions, resources and referrals for members, in consultation with Executive Director, based on assessment findings.
- Serve as liaison among members, volunteers, community agencies and other providers and oversee coordination of care to support the member as he/she ages in community.
- Coordinate and manage member service requests in Helpful Village.
- Maintain up to date and relevant records in Helpful Village, including service requests, preferred provider referrals, and participation in programs
- Respond to member inquiries, meet with prospective members, manage application process and orientation to Village and enrollment in GV database
- Assist with volunteer recruitment, coordinate volunteer orientations and assist with initial and ongoing volunteer trainings.
- Identify opportunities to utilize volunteer talents and maximize volunteer involvement
- Work as a member of the team to respond to organization needs as they change

- Coordinate with office staff to create reports and mailings in a timely manner
- Other duties as assigned

Essential Skills and Experience:

- BA, BSW-MSW preferred
- Minimum 2 years experience in community based social service work
- Strong interest in supporting the well-being and self-determination of older adults
- Exceptional interpersonal and collaborative team skills
- Excellent organizational skills and attention to detail
- High level of initiative and reliability, proven ability to work independently
- Ability to meet deadlines and work with a varied and, at times, difficult population
- Strong verbal and written communication skills
- Ability to maintain strict confidentiality
- Computer Skills: Fluency in using Microsoft Office Suite, Zoom and other relational data base program preferred
- Open to acquiring new skills to increase value to the organization
- Creativity, flexibility. and sense of humor
- Volunteer experience preferred

More Information:

The Member and Volunteer Coordinator position is a part-time hourly staff position. The Member and Volunteer Coordinator works 20 hours a week , Monday-Friday, including occasional weekend and evening work. The position reports to the Executive Director. Salary range for the position is \$25,000-\$30,000, depending on experience

To apply:

Applications will be reviewed on a rolling basis until the position is filled.

Please send an email with a resume and cover letter to [lynn@georgetown-village.org](mailto:lynn@georgetown-village.org).

Applications will not be reviewed without a cover letter, which should include responses to the following questions:

1. What particularly attracts and interests you in this position?
2. What do you see as the major issue facing older adults in our community today?
3. How is your previous experience applicable to the work we do at Georgetown Village?