



## Angela Hospice Job Description

**JOB TITLE:** VOLUNTEER COORDINATOR

**DEPARTMENT:** Volunteer/Spiritual Care Department

**REPORTS TO:** Volunteer/Spiritual Care Manager

**TYPE:**                      ٢ Exempt    ٢ Non-Exempt

### **JOB SUMMARY:**

The Volunteer Coordinator assists in maintaining a corps of volunteers and assigns them to meet the need of the organization and the patients and families served by Angela Hospice.

### **DUTIES AND RESPONSIBILITIES:**

1. Assists in conducting the Volunteer Training Program.
2. Assigns volunteers to meet program needs appropriate to volunteer interests and skills.
3. Assists in the coordination of periodic volunteer meetings for the purpose of ongoing education and support.
4. Assists in planning and implementing volunteer recognition events.
5. Maintains ongoing liaison with volunteers to encourage retention, stimulate a spirit of concern and cooperation, ascertain problems and continually improve services.
6. Maintains documentation of volunteer patient visits.
7. Represents Department at IDT and other meetings, as requested.
8. Provides input to supervisor for the improvement and growth of volunteer services.
9. Performs other duties as directed by the Volunteer/Spiritual Care Manager or President/CEO.

The above states reflect to date the general functions of the job and should not be construed as a detailed description of all work requirements of this position. Planned restructuring will affect some duties & responsibilities currently in place and will identify new duties, responsibilities, and the coming years' goals & objectives.

**EDUCATION/TRAINING REQUIREMENTS:** (State minimum required for position)

ف High School  
ف Licenses/Certification

ف Special Courses  
ف Vocational School

Degree  
ف Associates  
ف Bachelors

ف Master's  
ف JD

**WORK EXPERIENCE:**

Describe the knowledge and experience required for successful job performance. State what experience-based knowledge is required and the typical length of time it takes to acquire the knowledge.

1. Excellent organizational and communication skills required.
2. Hospice and/or volunteer experience preferred.
3. Work experience related to seniors or in healthcare environment preferred.

	Frequency		
	Occasional	Regular	Daily
<b>PHYSICAL/MENTAL</b>			
ف Balancing, climbing, crawling, crouching	X		
ف Fingering, grasping, kneeling, lifting, pulling, pushing		X	
ف Reaching, repetitive movement		X	
<b>SENSORY/COMMUNICATIVE</b>			
ف Feeling, hearing, seeing, smelling			X
ف			
ف			
<b>ENVIRONMENTAL HAZARDS*</b>			
ف Exposure to inside/outside environmental conditions	X		
ف Blood borne pathogens	X		
ف Exposure to respiratory hazards	X		

**LIFTING REQUIREMENTS:** (If lifting is required, indicate specifics)

ف 25 lbs. or more

ف 2 lbs. to 25 lbs.

ف Less than 12 lbs.

Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The above is intended to describe the general content and requirements of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.