

Employee Name:



The Mission of SHARE is to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas.

Job Description Volunteer Coordinator

Reports To: Counseling Services Coordinator	Location: 4
Type of position: Hourly	Grade: 26
Benefits Eligible: No	ID: 158
Routine Driver Yes	Tier: 1
EEOC Classification: Admin Support	

Position Summary

Responsible for the recruitment and training of volunteers for the Life Touch volunteer programs. Coordinates and oversees the placement of volunteers utilizing talents and interests.

Qualifications

One year of experience training and coordinating volunteers. Must be able to organize and maintain files. Must be able to proficiently use a computer or laptop, use email and quickly learn software applications. Must be out going and able to recruit new volunteers and build relationships.

Physical Requirements

Light Work: Sitting/standing exerting up to 20 lbs. occasionally and/or 10 lbs. frequently

The minimum requirements of an employee in this position:

- Ability to perform repetitive tasks and/or motions
- Ability to distinguish colors
- Ability to hear alarms/telephone/normal speaking voice
- Clarity of vision with/without corrective lenses

SHARE IMPACT Values

The values of SHARE are:

Integrity - Motivated - Professionalism - Adaptability - Compassion - Teamwork

Your behavior and the values you demonstrate in the workplace have a direct IMPACT on mission fulfillment, the work environment and the people you serve. You will be evaluated on the demonstration of these values in the performance of your work and in your daily interaction with others. You must be successful in both the demonstration of these values and the successful performance of the essential job functions required on this job description.

Other Requirements

- Must have valid Current Driver's License
- Must maintain current automobile insurance coverage
- Furnish own transportation
- Must keep informed of and comply with the non-discrimination policy as stated: SHARE does not discriminate on the basis of race, color, national origin, handicap or age in admission or access to or treatment or employment in its programs or activities. The President/CEO of SHARE FOUNDATION, has been designated to coordinate efforts to comply with the Americans with Disabilities Act of 1991 which prohibits discrimination on the basis of handicap

Evaluation Instructions

Evaluation Key: Met (M) Needs Improvement (NI) Not Met (NM)

Complete electronically or in ink. Do not erase or use white out and initial any corrections.

Give a key for all requirements. Include documentation for NI or NM keys in the comments field. Document any goals that are set during the evaluation. Give employees the opportunity to make comments or to respond in writing. Complete the recommendations section. Signatures are required from the supervisor and the employee.

Essential Job Functions

Requirement	Key	Evaluation Comments
Develop a comprehensive annual plan for recruitment, retention, and utilization of volunteers.		

Recruit and train all volunteers in compliance with the Conditions of participation for Volunteers 418.78-Volunteer		
Perform all required volunteer background checks through the Arkansas State Police according to regulations. Run search reports through the Office of Inspector General website monthly as required for volunteers, Maintain documentation, consents, and volunteer records.		
Supervise all hospice volunteers and offer on-going in-service opportunities to volunteers.		
Maintain and update all training and in-service materials		
Organize and manage specific volunteer teams to support various needs of the agency including but not limited to; patient care; 11th hour; nursing home; fundraising/special events; youth participation.		
Assign volunteers according to areas of personal interest and agency need.		
Build long-term relationships volunteers.		
Conduct annual evaluations of active volunteers.		
Prepare monthly and yearly hours, in-services, cost savings and mileage reports.		
Publish volunteer newsletter quarterly and additionally as needed to promote program.		
Educate staff on function and availability of volunteers; continually encourage staff to look for opportunities to utilize volunteers within patient care.		
Schedule and participate in community speaking engagements and presentations.		
Participate in the implementation of the Faith Community Program.		
Prepare and monitor expense budgets for volunteer departments.		
Demonstrates loyalty to Life Touch by adhering to and supporting the administrative policies; is a role model for the team, clinically and personally in attitude, focus, conduct and reliability; uphold the mission, vision, and values in full measure.		
Actively cooperate in Quality Assurance and Performance Improvement Program		
Display flexibility and willingness to accept change		
Make visits with referred patient's to assess volunteer needs		
Perform other duties as assigned or requested		
Adhere to Policies and Procedures		
Demonstrate an understanding of how SHARE's IMPACT values help achieve our mission to identify, develop and foster programs and services that further the health and well-being of the people of our community and surrounding areas. Demonstrate those values on a daily basis and be willing to overcome behaviors that negatively impact relationships with co-worker's and the people we serve.		
Adhere to punctuality, attendance and absenteeism policies		
Adhere to dress code standards		
Provide proof of current valid driver's license and current automobile insurance to SHARE administration		

as requested.		
Maintain strict confidentiality of patient/family/caregiver information.		
Keep a working cell phone at all times while on duty. Immediately report any phone number changes to your supervisor.		
<p>This job description is a summary of the typical functions of the job, not an exhaustive or comprehensive list of all the possible job responsibilities, tasks, and duties. The responsibilities, tasks and duties of the jobholder of this position may differ from those outlined in this job description and other duties, as assigned, may be part of this job. This job description should not be construed to imply that these requirements and functions are the exclusive standards of this position.</p>		
Evaluation Summary		
Met last year's goals:		
Evaluation Goals for Up Coming Year:		
1.		
2.		
3.		
4.		
Recommendations:		
Employee Comments:		
Employee Signature:		Date:
Supervisor Signature:		Date:
ED Review:		HR Review:

IMPACT Values

Employee Self-Evaluation

SHARE's **IMPACT** values are the principles and ideals that bind the SHARE Foundation together including patients, members, customers, clients, employees, vendors, and all stakeholders. In an ever-changing work environment these core values are constant. They underlie our work and how we interact with each other. They are the expected behavioral standards we abide by in our everyday work life. Your supervisor will evaluate you in these areas on your performance evaluation and it will be part of the consideration for merit increase. You are being asked to take some time for self-reflection and to complete a self-evaluation. Please describe how you feel you demonstrated **IMPACT** values in this evaluation period. To help you get started, each value has an example statement to help you think about each value. Please feel free to describe how you demonstrate **IMPACT** values in your own words.

Integrity

Example statement: When on the job I demonstrate that I do the right things by:

Motivated

Example statement: I show commitment to doing the best work the right way by:

Professionalism

Example statement: At work I demonstrated the following behaviors that are a model for others to follow:

Adaptability

Example statement: I have shown that I am flexible and open to change by:

Compassion

Example statement: I demonstrate how people (patients, members, students co-workers) matter to me by:

Teamwork

Example statement: Here are some ways that I demonstrated my willingness to share ideas, contribute the quality of the department along with my co-workers by:

Employee Signature: _____