

#22-124 Program Volunteer Coordinator
CSS ADMIN, Part Time, Oahu

The Program Volunteer Coordinator manages the day-to-day operations which includes but not limited to the recruitment, training, placement with appropriate elderly and/or physically-challenged clients, recognition and supervision of non-paid individuals who consistently incorporate the agency's Core Values in their assignment; Prepares monthly statistical and narrative reports, as directed and scheduled; Regularly conducts quality assurance measurements of services provided, per defined schedules; Reviews and addresses all complaints, takes corrective action and documents, as appropriate. The Program Volunteer Coordinator must demonstrate an active commitment to Catholic Charities Mission and strive to incorporate the Core Values in all aspects of daily work.

EDUCATIONAL & WORK REQUIREMENTS: Must have a bachelor's degree from an accredited college, a minimum of three (3) years working experience in human services or other related field and two (2) years volunteer management experience. May also consider High School diploma and additional years of work experience in human services or other related field.

EMPLOYMENT CLEARANCE REQUIREMENTS: FBI Clearance, HI State Criminal Check, Hawaii / National Sex Offender Clearance, Driver's License, No-Fault Insurance Card, Access to Insured Vehicle, Education Verification

DEADLINE TO APPLY: January 6, 2023