

Job Announcement

Posted: October 24, 2014

State of Nevada
Department of Health & Human Services
Aging & Disability Services Division

Volunteer Coordinator

The Position:

This position is a contracted employee with the Aging and Disability Services Division and is not a State Employee. This position is an at-will position and is contingent upon availability of grant funding and job performance. The position will work up to 40 hours per week and will end September 2015. Salary range: \$17.50/hour to 19.00/hour depending on experience and availability of grant funding.

The Volunteer Coordinator will perform administrative and professional work in conjunction with existing program partners to implement a volunteer program for Nevada's Care Connection, the Aging and Disability Resource Center (ADRC) program. This project will concentrate on the recruitment, training and retention of volunteers to support resource centers throughout Nevada. The coordinator will work directly with the ADRC Project Manager and resource centers.

This position is located in Las Vegas, NV. The incumbent will be required to research/analyze federal/state regulations and best practices. The position reports to the Aging and Disability Services Division representative but is required to manage tasks in an independent manner. This position will be responsible for recruitment and training of volunteers, developing a sustainability plan and submission of regular reports as directed.

Qualifications:

- Experience in program planning, project management and/or program evaluation, preferably related to volunteers.
- Demonstrated written and verbal communication skills, interpersonal skills and facilitation skills; comfortable with face to face networking.
- Experience making group presentations and conducting training.
- Demonstrated ability to work with a degree of autonomy, exercising discretion and judgment.
- Experience in a computerized environment, with strong working knowledge of Word, Excel, Outlook, and PowerPoint. Experience in working with a web meeting platform is preferred, but not required.

Special Requirements

- 1) A pre-employment criminal history check and fingerprinting are required. Persons offered employment in this position will be required to pay for fingerprinting.
- 2) The ability to telecommute is required.
- 3) This position may require up to 25% travel.
- 4) Public presentation experience.

Please send a resume with cover letter and all inquiries to:

**Cheyenne Pasquale
Aging & Disability Services Division
cpasquale@adsd.nv.gov
Phone: 702-486-3831**

Resumes being accepted until November 10, 2014