



# Meals on Wheels and Senior Outreach Services

1300 Civic Drive, Walnut Creek, CA 94596 925-937-8311 fax 925-946-1869 info@mowsos.org www.mowsos.org

## Volunteer Specialist Job Description

04.16

### OVERVIEW

The Volunteer Specialist reports to the Director of Operations and Finance and is responsible for recruiting, screening, and retaining volunteers for the agency, as well as assisting with special events.

This position requires outreach, organization, and coalition-building skills.

### SCOPE OF WORK

The Volunteer Specialist is responsible for developing relationships with community organizations, faith-based organizations, and companies in order to recruit more volunteers and increase donations to the organization. The Volunteer Specialist is also responsible for creating ongoing engagement activities in order to increase volunteer retention.

Daily activities include outreach and cultivation of various groups, volunteer follow-up, scheduling and conducting orientations, ensuring all volunteers have completed a background check, and maintaining volunteer applications within the organization's constituent database.

Additionally, the Volunteer Specialist is responsible for managing special volunteer events, including the Annual Volunteer Appreciation Event, and assisting with other events as needed.

### DUTIES

**Volunteer Recruitment:** Build relationships with community leaders by making presentations to various groups and participating in networking meetings. Update agency listings; collaborate with staff to develop flyers, advertisements, and press releases; coordinate MOWSOS' participation in outreach activities and community events; serve as liaison to outside groups who want to volunteer for special projects.

Meals on Wheels

C.C. Cafés

Care Management

Fall Prevention

Home Care  
Referral

Friendly  
Visitors

#### BOARD OF DIRECTORS

John Judd  
Chairperson

Cathie Ramie  
Vice Chairperson

Lauren Smykowski  
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Christine Scimia  
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Gabrielle Comfoltey

Dr. Eric Freitag

Emily Hopkins

David H. Levien, M.D.

Linda J. Weihofen

*Meals on Wheels  
and Senior Outreach  
Services is a nonprofit  
501(c) (3) organization (IRS  
#68-0044205).*



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**Accountability:** Recruit and schedule office volunteers and maintain calendar for office coverage; develop and provide reports to the Director of Operations and Finance on volunteer recruitment and fundraising goals.

**Fundraising and Special Events:** Oversee volunteer events and assist with the planning and execution of additional special events as needed. Recruit and assign volunteers and staff for key positions. Develop partners and close sponsorship opportunities in order to increase funding to the organization. Collaborate with MOWSOS staff and special event volunteers to ensure goals of each event are achieved.

**General:** Work with MOWSOS Leadership and assign appropriate volunteers by determining volunteers' interests and abilities. Work with staff to coordinate volunteers for specific needs as they arise. Collect and report current volunteer statistics. Act as backup office support as needed. Additional duties as they arise.

## QUALIFICATIONS

- Bachelor's Degree in human services or related field preferred.
- Working knowledge of senior services.
- Experience with volunteer program coordination.
- Experience and ability to train, support, and supervise agency volunteers.
- Ability to work with diverse populations, demonstrating cultural competency and community awareness.
- Strong command and knowledge of Microsoft Office and ease in adaptation to new technology.
- Ability to work a flexible schedule.
- Excellent communication and organizational skills.
- Proven track record with events and sponsorship activities.
- Bilingual preferred.

This is a full-time position and may require working evenings or weekends and some travel for presentations and meetings.



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