

VOLUNTEER COORDINATOR



The Cornerstone Community Center is seeking an enthusiastic individual to become an integral part of our staff of professionals. The volunteer coordinator works to create an environment where people can socialize, have lunch and volunteer in their golden years. Our ideal candidate would have experience with volunteer recruitment and have exceptional interpersonal and organizational skills. The position is responsible for recruiting and coordinating schedules for 150+ person volunteer pool, as well as forging community relationships and promoting the Center. MS Office knowledge required and ability to learn our database. Experience with older adults preferred. 20 hrs/week position. Pro-rated vacation/sick available. Hourly range \$17-20, based on experience. Please send resume and cover letter to Natalie Raemisch nraemisch@deforestcenter.org.

Equal Opportunity Employer