

PLEASE POST –August 16, 2017

Part-Time Position Available –

Volunteer Coordinator for the Center for Healing & Wholeness

14-16 hours per week – Flexible hours – Monday through Thursday

Overview

The **Normandale Center for Healing and Wholeness** is a mission-based organization serving seniors and their family members who are undergoing transitions in health or life—to support them in body, mind, and spirit. The Center has been serving the Edina and west metro communities since 1998. It is housed within Normandale Lutheran Church (NLC) and is supported through partnerships with NLC, Fairview Health Services and Senior Care Communities with donations from individuals, and through grants from the Otto Bremer Trust, the City of Edina, Metropolitan Area Agency on Aging, the Wilder Foundation and other philanthropic or service organizations. For more information on the Center, see www.normandalecenter.org

Volunteer services are a core part of the support that the Center provides to older adults. *The Volunteer Coordinator* for the Center is responsible for recruiting, conducting background checks, training, monitoring, and supporting volunteers who serve through the Center supporting seniors and family caregivers. The Volunteer Coordinator is also responsible for recruiting and making volunteer assignments for The Colony at Eden Prairie—matching interests to needs of that facility—and for serving as a liaison between the Center and The Colony around volunteer activities. Through this role, the Center helps enhance the sense of community within The Colony.

Permanent Part-time Position

The Volunteer Coordinator position is 14-16 hours per week, which can include occasional evenings and weekends. The Center has a small but vibrant staff of five professionals. As a key member of our team, this position leads the work of over 100 dedicated volunteers and maintains positive relationships with our partner organizations. The position reports directly to the Executive Director, who provides guidance around ensuring that the Center exceeds standards of practice in offering high quality services to participants.

Minimum qualifications are: Bachelor's degree or higher with previous successful volunteer coordination experience; compassion and interest in working with seniors; excellent people, communication, and organizational skills and experience with social media, outreach and other marketing and recruitment avenues. We are seeking an individual of high integrity, with knowledge of community-based nonprofits and their networks. This includes comfort working with multiple partner organizations (including religious organizations) and experience in maintaining confidentiality and respect for client wishes and privacy.

Ideally, the position will be filled and begun by mid-September, 2017. Please send a cover letter briefly describing your background and fit with this position, along with a detailed resume to:

jmonroe@normandalecenter.org Jennifer Monroe, Executive Director
Normandale Center for Healing & Wholeness, Edina, MN 55436

Once this information is received by the Center, each candidate will complete an application form and provide two references. Candidates meeting the first set of review criteria will be invited to participate in an interview.

Thank you for your interest in the Center and our Volunteer Coordinator position.