

**Permanent Part-Time Position OPENING –
Volunteer Coordinator for the Center for Healing & Wholeness**

16 hours per week – Flexible hours

Overview

The **Normandale Center for Healing and Wholeness** is a mission-based organization serving older adults 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 west metro communities since 1998 as a mission of Normandale Lutheran Church, and is supported through partnerships with Fairview Health Services, Senior Care Communities, the Waters Senior Care, donations from individuals, and through grants and fee for service contracts from the Otto Bremer Trust, the City of Edina, Metropolitan Area Agency on Aging, the Wilder Foundation and other philanthropic and 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 and their caregivers. *The Volunteer Coordinator* for the Center is responsible for recruiting, facilitating applications/ background checks, training, monitoring, and supporting volunteers who serve through the Center.

Permanent Part-time Position

The Volunteer Coordinator position is 16 hours per week, with a flexible work schedule. The position manages volunteers for the Center, and those seeking to volunteer at the Colony residential facility in Eden Prairie. The position requires coordination, reporting and data entry skills, a high level of attention to detail, and commitment to seniors and their family caregivers within the community. The Center has a small but vibrant staff of five professionals. The position works as a key member of the team, particularly in conjunction with the social work and care consultation services provided. The position reports to the Executive Director, who develops and maintains organizational relationships with partners and ensures that the Center exceeds standards of practice in the delivery of quality services.

Minimum qualifications are: Bachelor's degree or higher. Previous non-profit and volunteer coordination experience; detail-oriented; experience in working with seniors/caregivers; excellent people, communication, and organizational skills; team-minded; person of high integrity, comfort in working with multiple partner organizations including religious organizations; experience in maintaining confidentiality according to guidelines; proficiency in Microsoft Office software, calendars, excel and other MSW/ other communication tools.

Ideally, the position will be filled by January 15, 2019. Please send your cover letter briefly describing your background and fit with this position as soon as possible. Interested persons should send a cover letter and resume (electronic submission required) to:

jmonroe@normandalecenter.org Jennifer Monroe, Executive Director
Normandale Center for Healing & Wholeness, Edina, MN 55436 (952-977-9373)
www.normandalecenter.org

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.