



*SENIORSPLUS HAS EARNED THE 2026 BEST PLACE FOR WORKING PARENTS® BUSINESS DESIGNATION*

*IN RECOGNITION OF THEIR COMMITMENT TO SUPPORTING WORKING PARENTS*

*THROUGH THEIR FAMILY-FRIENDLY POLICIES AND PRACTICES.*

## **Volunteer Outreach Coordinator Part-time**

SeniorsPlus is currently seeking a part-time Volunteer Outreach Coordinator to join our team. The coordinator will perform a variety of volunteer outreach responsibilities including volunteer recruiting, volunteer orientations/training, data entry, report generation and other related duties. The coordinator will assist in developing partnerships and networks in the community to assist in the recruitment of volunteers. Tri-county and some state-wide travels are required.

### **Responsibilities Include:**

- Promotes a positive image for SeniorsPlus by representing the organization to the community through presentations and participation in community forums, etc. Will describe SeniorsPlus' activities and programs in order to recruit potential volunteers.
- Prepares for and arranges meetings, including new volunteer training and orientations, designed to help volunteers obtain information and/or understand and comply with agency policies.
- Trains new volunteers in necessary documentation for time-keeping and other record keeping requirements assuring volunteer compliance and documentation.
- Identifies actual and anticipated sources of volunteers by developing partnerships and networks in the community including corporate, civic, and educational partners to recruit/expand volunteers.
- Attend statewide and regional meetings and training as applicable to the position.
- Assists in the preparation of various Volunteer Services related reports.

### **Minimum Qualifications:**

- Associate's degree and two (2) years' experience in volunteer management or an equivalent combination of training, education and experience.
- Knowledge of best practices in volunteer management.
- Excellent presentation and community relations skills.
- Excellent organizing, prioritizing and scheduling work assignments.
- Proficiency in Microsoft office software and use of databases.
- State of Maine driver's license, valid auto insurance, reliable transportation and the ability to travel and stay overnight as necessary.

- Must receive favorable results from driver's license, reference, and criminal conviction background checks for any offer of employment.

**Benefits:**

- 13 Paid Holidays and generous paid time off
- 403 (b) retirement plan
- Employee Assistance Program

**Job Type & Pay:**

- 20-hours per week
- \$21.30 - \$23.99/per hour

Interested individuals should submit a resume to [jobs@seniorsplus.org](mailto:jobs@seniorsplus.org), or:

Human Resources  
SeniorsPlus  
8 Falcon Road  
Lewiston, ME 04240

**SeniorsPlus is an Equal Opportunity Employer**