



To apply for a posted position, please forward resumé to: [applicant@hospiceswmi.org](mailto:applicant@hospiceswmi.org)

## Return to Website

Hospice Care of Southwest Michigan, a recognized leader in Southwest Michigan for providing end of life care, is seeking an individual to join our team as a **Volunteer Coordinator**. This is a full-time, benefited position working Monday through Friday, 8:00am – 5:00pm, at Oakland Centre in Portage. An average of 1 to 2 Saturdays and/or evenings will be required each month for volunteer training, events, and in-services. The Volunteer Coordinator is responsible for the administration and implementation of the volunteer program which involves interviewing, orientation, training, retention and coordination of volunteers for the home care program as well as our Rose Arbor and Glenn Arbor hospice residences. Additional responsibilities include:

- Responding to inquiries regarding volunteer opportunities
- Screening and interviewing potential volunteers
- Matching volunteers to appropriate service opportunities based on their interests and skills as well as the needs of the agency
- Inspiring participation in service opportunities
- Compiling and sending new assignment information to volunteers
- Scheduling, arranging shadowing, and coordinating and/or delivering role-specific training to ensure competence in volunteer assignment
- Completing the Volunteer Plan of Care related to interventions/services of assigned volunteers
- Supervising volunteers in their performance duties
- Conducting in-person outreach to active volunteers
- Implementing and coordinating yearly in-service and continuing education programs
- Assisting with updating and developing training materials
- Attending interdisciplinary group meetings for assigned client division and actively participating by updating members of the team on volunteer assignments and services

The ideal candidate will possess strong interpersonal communication skills with an emphasis on customer service and have the ability to perform detail-oriented, repetitive tasks. Additional qualifications include:

- Bachelor degree or equivalent work experience in a health care or non-profit setting
- Previous volunteer experience or experience with end of life care preferred

- Previously managerial/supervisory or human resources experience preferred
- Availability of a reliable, licensed and insured vehicle for use on the job

Some of the benefits you'll enjoy:

- Competitive pay
- Generous PTO allowance
- BCBS PPO Medical
- Dental
- Vision
- 403(b) retirement plan with company match

**APPLY NOW**