



Volunteer Development Specialist Part Time – Fond du Lac

ADVOCAP, Inc., is a recognized leader in anti-poverty and self sufficiency programming. We are a private, nonprofit agency committed to creating opportunities for people and communities to reduce poverty.

The Volunteer Development Specialist will place and support volunteers age 55 and over in various non-profit agencies that impact the unmet needs in the community.

Responsibilities Include:

- Provide a high quality experience that enriches the lives of volunteers in
 - The Foster Grandparent Program
 - The Senior Friend Program
 - The Transportation Program
 - and much more!

Job Requirements:

- Skills in program organizing and management, conflict management community involvement.
- Marketing, public speaking and recruiting preferred
- Understanding of community needs, and volunteer target groups
- Knowledge of senior community and issues relating to seniors
- Computer literacy in email, word processing, Internet, spreadsheets and databases
- Willing to work a flexible schedule
- Pass a Criminal Background Check and drug screen

This part time position is for 24 hours a week. Minimum hourly wage is \$17.72/hour with paid vacation, sick and holiday time as well as 401k Retirement benefits.

Resumes with cover letters received by **8/15/19** will be given preference.

Submit to:
ADVOCAP Inc.
Human Resources
PO Box 1108
Fond du Lac, WI 54936-1108
Fax 920-922-7214; or Email: hr@advocap.org

<http://www.advocap.org>

AA/EOE