



## Volunteer Development Specialist Part Time Position

The Volunteer Development Specialist is charged with recruiting, placing and supporting volunteers age 55 and over in various non-profit agencies that impact the unmet needs in the community. Other duties to be performed include data collection, data entry, and garnering community support.

Directly related experience working with volunteers age 55 and over desired. Successful applicants will have 3 or more years of related experience or the equivalent training of a BS with at least 3 months of experience. Requires knowledge and ability to use computers and related technology efficiently. Must also display effective written and verbal communication skills and a willingness to work in a team. Pre-employment drug screening and background check required.

Position is 24 hours a week and located in our Oshkosh office. Minimum pay is \$16.95/hr with paid vacation, sick & holiday time and 401K/Retirement benefits.

If interested, submit a cover letter and updated resume. Preference given to those received by 7/19/17. Send to ADVOCAP Inc., Human Resources, PO Box 1108, Fond du Lac, WI 54936-1108; FAX: 920-922-7214 or Email [hr@advocap.org](mailto:hr@advocap.org)

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