

Volunteer Program Coordinator (TimeBank)
Full-time Position
(Generous benefit package)

This is a unique opportunity for someone interested in helping to expand a cutting edge model of community building called TimeBanking. Work with community members of all ages promoting a program of neighbors helping neighbors in the **Bronx**. For every hour of service contributed, participants bank one hour that can be redeemed for a variety of services from other members in the ArchCare TimeBank.

Responsibilities

Recruit, screen, orient and manage TimeBank program participants through community based organizations. Market program and organize recruitment activities in the **Bronx**. Identify and nurture site team leaders who assist in management of their neighborhood TimeBank. Plan, organize and coordinate member activities. Some evening and weekend work required.

Qualifications

Minimum of 2 years' experience in community organizing or program coordination. Experience with older adults and volunteers a plus. Computer proficiency required. Ability to work independently, demonstrating flexibility, adaptability and creativity required. Excellent oral/written communication and interpersonal skills required. Strong organizational and record-keeping skills required. Strong telephone skills required. Must be able to work independently and as a team player and be results oriented.

Language Requirements: Speak, read, write, translate **English/Spanish**

Education

Bachelor's degree preferred. Associate's degree required.

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