



## **Volunteer Development Specialist Part Time – Oshkosh/Neenah**

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

This part time position is for 24 hours a week. Minimum hourly wage is \$17.29/hour with paid vacation, sick and holiday time as well as 401k Retirement benefits.

Resumes with cover letters received by 6/26/18 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](mailto:hr@advocap.org)

<http://www.advocap.org>

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