**Friendly Visitor Coordinator/ Outreach**

**Role:** To bring a variety of volunteer services to homebound isolated seniors and adults with disabilities.

**Job Description**:

1. Assist clients in need of the service.
2. Outreach for clients
3. Evaluates clients for appropriateness
4. Matches clients with volunteers and monitor matches
5. Makes referrals as needed
6. Maintains client records
7. Volunteer management:
8. Monitors, supports and evaluates for performance and retention
9. Assists in arranging volunteer recognition and education programs
10. Assists in publicizing program
11. May assist in writing press releases and articles
12. Public speaking
13. Other Requirements
14. Attends appropriate committee and agency meetings
15. Attends staff training/ developmental programs
16. Computer skills

**Minimum Qualifications**:

AA Degree with 1 year experience working with elderly and volunteers.

BA Degree in human service may substitute for one (1) year experience.