Volunteer Coordinator

The Volunteer Coordinator is part of our busy transportation program. The primary goal for this part time, 25 hours per week position, is to recruit and retain a dynamic community of volunteer drivers who provide transportation for our clients through KVCAP’s KV Van program in Kennebec and Somerset Counties.

Primary Responsibilities:

• Recruit and retain volunteer drivers.
• Screen and process background checks.
• Train volunteer drivers in transportation software.
• Maintain database on all current volunteer drivers and provide any necessary reports to the Director of Operations/Business.
• Maintain regular contact with volunteer drivers and organize retention activities.
• Assist the Senior Transportation Director and Director of Operations/Business with various NET reporting and data research when needed.

Qualifications

• 4 years’ experience in Human Services, community development and/or communications.
• Minimum of 5 years in a transportation setting or related field.
• Associates degree preferred.
• Proven ability to develop and build relationships within the community.
• Strong organization, interpersonal, written and oral communication skills.
• Ability to multi-task in a fast paced environment.
• Possess a valid driver’s license and have use of a vehicle insured to State of Maine.
• Ability to pass State Bureau of Investigation, Department of Motor Vehicle, Department of Health and Human Services, Sex Offender Registry and Fraud Background Checks.
• Proof of Covid-19 vaccination required.

Benefits

• 12 paid holidays
• Generous bi-weekly accrual of PTO
• Choices of health, dental, vision, life and disability insurances
• Employer sponsored retirement plan

Applications accepted until suitable candidate found. Please submit resume to:

Human Resources
KVCAP
101 Water St. Waterville, ME 04901
Email: roakes@kvcap.org

Equal Employment Opportunity Employer