



## 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  
KV CAP  
101 Water St. Waterville, ME 04901  
Email: [roakes@kvcap.org](mailto:roakes@kvcap.org)  
*Equal Employment Opportunity Employer*