



NewBridge Madison
128 E. Olin Avenue #110
Madison, WI 53713

Home Chore and Portable Pantry Coordinator

The Home Chore and Portable Pantry Program Overview

Through the use of volunteers, The Home Chore and Portable Pantry Programs provide extremely valuable services to Madison and Monona area older adults, including but not limited to; cleaning in their homes, snow shoveling and delivering food from The River food pantry. Under the general supervision of the Volunteer Services Manager, the HC and PP Coordinator is responsible for managing and meeting the needs of older adults receiving these services and coordinating the volunteers who provide them.

Home Chore Position Responsibilities

1. Interviews, provides orientation, trains, and matches volunteers in accordance with organization procedures.
2. Reviews HC assessments to ensure proper volunteer match and facilitates the first meeting with the volunteer and client.
3. Communicates effectively with case managers on the status of matched clients and those remaining on waiting lists.
4. Partners with church and other service groups to accomplish large scale volunteer projects.
5. Maintains and updates records using a database on each volunteer and client for reliability, hours worked each month, client needs and concerns.

Portable Pantry Position Responsibilities

1. Partners/works with RSVP's volunteer program to find drivers for the program.
2. Interviews, provides orientation, trains, and matches volunteers in accordance with organization procedures.
3. Communicates effectively with case managers on the status of matched clients and those remaining on waiting lists.
4. Communicates effectively with the River Food Pantry any issues regarding the program.
5. Checks in with the participants and volunteers monthly to ensure services are completed.
6. Maintains and updates records using a database on each volunteer and client for reliability, hours worked each month, client needs and concerns.

Other Responsibilities

1. Assure that the programs and activities in the community continue to grow and meet the aging needs of the older adults living.
2. Assesses program needs and ensures program services meet stated objectives and/or contract obligations.
3. Attends team/staff meetings and provide/share information regarding the Home Chore and Portable Pantry program.
4. Organize/facilitate volunteer appreciation event.

Employment Qualifications:

We are looking for someone with a strong belief in our mission. Someone with the ability to relate to older adults in an unprejudiced, understanding manner and is decisive, consistent, and diplomatic.

Possession of good verbal and writing skills and abilities to understand and follow oral and written instructions.

Education and/or Experience

1. Associated Degree in a related field or equivalent work experience.
2. Experience working with older adults preferred.

Other Skills

1. Familiar with Google Suite and Microsoft Office.
2. Ability to learn how to use our internal database.

Other requirements

1. Valid Driver's License and acceptable driving record
2. Automobile Insurance
3. Reliable personal vehicle for travelling to client's homes.
4. Caregiver screening

Supervisor(s) Volunteer Services Manager	Schedule 40 hours per week
Salary and Benefits \$15-\$16 / hour Mileage Reimbursement Paid Time Off Health, Vision and/or Dental Insurance 403(b) Retirement Plan Flex Spending/Dependent Care Account Disability Insurance	Classification Status Non-Exempt
Work Location You will work at one of our four Madison offices to be discussed further during the interview process.	

NewBridge is an equal opportunity employer.

To Apply:

Submit resume and cover letter to deenahg@newbridgemadison.org by Friday, September 13, 4:00 pm.