



TOWN OF CONCORD
HUMAN RESOURCES DEPARTMENT
TOWN HOUSE
P.O. BOX 535
22 MONUMENT SQUARE
CONCORD, MASSACHUSETTS 01742-0535

TEL: 978-318-3025
FAX: 978-318-3024
hr@concordma.gov

October 7, 2009

Dear Candidate,

Thank you for your interest in the **Volunteer Coordinator** position at the Council On Aging for the Town of Concord. Enclosed with this letter is a description of the duties and qualifications for this position, as well as an application form.

In order to be considered for this position, you must fully complete the application form and return it to the Town Human Resources Office. Applications received by **4:00 p.m., Friday, October 30, 2009, will receive 1st priority**. Please note that you may attach a resume to your application as additional information; however, the resume cannot serve as a substitute for completing the form in full. Emailed resumes are not accepted. In your application package, please **do not** include any information pertaining to age*, criminal record* (*except as specifically asked on the application), race, color, religion, national origin, gender and physical/medical condition or history.

After the application deadline, you can expect to be notified as soon as a decision has been made regarding your standing in the process. We expect that everyone will have been contacted regarding their candidacy within one month of the deadline.

Again, thank you for your interest in the Town of Concord.

Sincerely,

Maria Casey
Assistant Human Resources Director

Enclosures (2)

*The Town of Concord
is currently accepting applications for the limited status, part-time position of:*

VOLUNTEER COORDINATOR
COUNCIL ON AGING

Hours: 16 per week as arranged / 48 weeks per year

Hourly rate: \$12.50

Grant position funded by the Concord-Carlisle Community Chest

**Applications received by 4:00 p.m., Friday, October 30, 2009, will receive 1st priority;
however applications will be accepted until the position is filled.**

APPLICATION PROCESS

All applicants are required to complete a Town application form, available from the Human Resources Department. Resumes may be attached to the application form as additional information but cannot serve as a substitute for completing the form.

Applications received in the Town Human Resources Office by **4:00 p.m., Friday, October 30, 2009, will receive 1st priority.** Emailed resumes are not accepted. The Town reserves the right to modify the application deadline, and/or to accept applications after the deadline, to best serve the interest of the community.

After the deadline, all applications will be reviewed and the most highly qualified candidates will be invited to one or more interviews. All applicants will be notified of their standing in the process as soon as a decision has been made regarding their individual application.

Prior to appointment, the final candidate will be required to "pass" a criminal background and CORI (Criminal Offender Record Information) check, pre-employment physical and drug-screening test. A Town-selected physician will conduct such physical and drug-screening. Costs for these pre-employment requirements will be borne by the Town.

Individuals who need accommodation in order to participate in this process should contact the Town Human Resources Department.

The Town of Concord is committed to a diverse workforce and welcomes applicants with disabilities and/or from multi-cultural communities. EOE

Questions regarding this hiring process should be addressed to the:
Concord Human Resources Department
Town House, P.O. Box 535, 22 Monument Square, Concord, MA 01742
978-318-3026
www.concordma.gov/hr

Position Purpose:

The purpose of this position is to assist the COA Program Supervisor recruiting, training and maintaining volunteers for the Concord Council on Aging.

Supervision:

Supervision Scope: Performs varied and responsible duties requiring the exercise of judgment and initiative to perform duties and complete assigned tasks. Follows department guidelines and procedures.

Supervision Received: Work is performed under the general direction of the COA Program Supervisor.

Supervision Given: None.

Job Environment:

- Work is performed under office conditions. The noise level is moderate to loud at times.
- Operates computer, printers, facsimile machine, copier, calculator, typewriter, and other standard office equipment; may operate an automobile.
- Has frequent contact with the general public, requiring a high level of patience, tact and discretion. Contacts are in person and by telephone.
- Errors could result in reduced levels of service, poor public relations, and potential danger to the general public.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Identifies areas within the COA in need of volunteer services;
- Develops job descriptions for any new volunteer positions;
- Recruits, interviews, matches and orients volunteers to appropriate positions with the COA;
- Insures that volunteers receive initial and ongoing training and supervision;
- Provides supervision and direction as needed and works to create a supportive environment for all volunteers;
- Assists with the annual volunteer recognition luncheon, and arranges for other appropriate means to thank volunteers on a regular basis, including public recognition; and
- Participates actively in outreach and public relations efforts geared toward expanding the number of volunteers for the COA.

Recommended Minimum Qualifications:**Knowledge, Skills and Ability:**

- Excellent written and verbal communication skills;
- Strong organizational and interpersonal skills and an enthusiasm for volunteer work;
- Strong computer skills; Microsoft Office preferred;
- Experience supervising volunteers preferred.

Education and Experience:

High school education or equivalent and a minimum of one (1) year of work experience with volunteer work; or any equivalent combination of education and experience. Bachelor's degree and supervisory experience preferred.

Special Requirements:

Valid Driver's License.

Employment Record

This section must be completed. A resume cannot be substituted. List most recent position first. Include relevant summer employment or work performed on a voluntary basis.

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving (or Seeking Other Employment) _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Name of Company _____ Dates Employed From _____ To _____
month/year month/year
Address _____ Salary _____ hr/mo/wk/yr Hours per Week _____
Your Supervisor _____ Reference phone # (_____) - _____
Your Position Title _____ Summarize your duties _____

Reason for Leaving _____

Additional information that may be helpful in establishing your qualifications. (Awards, Professional Affiliations, Interests, etc.)

I understand that entering into and continuing employment with the Town is subject to the verification of my statements and receipt of satisfactory references. I understand that any false answers or statements and/or withholding of information will be sufficient grounds to terminate my employment at any time.

Applicant Signature _____ Date _____

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liabilities.