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www.hsc-wa.org

POSITION ANNOUNCEMENT
VOLUNTEER CONNECTIONS PROGRAM AIDE
(40 Hours Per Week)

The Human Services Council is seeking qualified applicants for the position of Volunteer Connections Program Aide. The individual selected for this position will work collaboratively with other program staff to lead and perform a wide variety of responsible and complex clerical work in support of the Volunteer Center and RSVP programs including: recruitment, selection, training and recognition of volunteers, support for placement sites, the Program Manager and Advisory Council.

Minimum requirements include high school diploma/GED. BA or college level course work in office administration and 5 years of relevant work experience or any combination of education and experience that provides the required knowledge, skills and abilities. Strong track record working in programs utilizing volunteer support, especially with the 55+ population. A Graphic Design/Public Relations portfolio with a variety of project samples is highly desirable. The selected candidate must consent to and be able to pass required National Service Criminal Background Checks: nationwide name-based check of the National Sex Offender Public Website (NSOPW), a name or fingerprint based search of the statewide criminal history registry in your state of residence and work, fingerprint based FBI check. Be able to work evenings and/or weekends as needed and possess a valid driver's license and be able to drive a personal vehicle that meets State requirements for vehicle insurance.

The Human Services Council is a non-profit corporation established in 1957, governed by a volunteer Board of Directors. Human Services Council's mission is to improve peoples' lives by connecting them to opportunities, information and services that respond to their individual and family needs.

The beginning hourly rate for this position is **\$15.52; starting wage may be higher depending upon qualifications.** The Human Services Council provides an excellent benefits package including paid time off, medical, dental, short-term disability, life insurance and retirement contribution.

TO APPLY: Successful applicants will complete an application packet, which includes:

1. A Human Services Council Application form.
2. A resume detailing how your education and work experience prepares you to perform each aspect of the attached job description; a job history must be included as part of the resume. The resume must show how you meet the minimum qualifications for the position.
3. **Please provide responses on a separate sheet of paper to the following questions:**
 - Describe your experience coordinating volunteer programs, including your recruitment/retention/recognition strategies.
 - Describe your experience working with and troubleshooting complex data base systems.
 - Describe your experience with compiling information and data for statistical and financial reports and your ability to analyze data for reporting purposes.
 - Describe the best volunteer experience you have had and why you enjoyed it.

TO APPLY: Job announcements, descriptions and application form are downloadable from our website at www.hsc-wa.org.

FULLY COMPLETED APPLICATION PACKETS MUST BE SUBMITTED NO LATER THAN 5 PM, FRIDAY, JUNE 22, 2018, TO BE CONSIDERED FOR THIS POSITION.

Human Services Council
Attn: Volunteer Connections Program Aide Recruitment
120 NE 136th Avenue, Suite 215
Vancouver, WA 98684

Human Services Council is an Equal Opportunity Employer