

Central Texas Senior Ministry
501 W. Waco Drive
Waco, Texas 76707
(254) 752-0316
www.seniorministry.org

Job Opening

Director of Volunteers

Central Texas Senior Ministry seeks an energetic, self-motivated person at an entry level or with a few years of experience in working with volunteers as Director of Volunteers. Established in 1967, CTSM is involved in guarding the dignity and enhancing the independence of older adults through three programs: Meals On Wheels, Senior Centers, and Transportation.

The Director of Volunteers will have oversight of the recruitment and training of volunteers for the agency, the development of a database and its analysis, expected to develop strategies to increase the involvement of churches, community groups, and corporations in volunteer opportunities, and will coordinate the annual Volunteer Recognition Event.

Responsibilities include: Strategic and long-range planning, major volunteer recruitment drives, identification of prospective volunteers, stewardship of major and minor volunteers, development of volunteer software system, and service on administrative management team.

Required Qualifications: A bachelor's degree and/or one-three years of work experience in field of volunteer management. Strong organizational, communication and interpersonal skills, computer literacy, ability to work independently and as a team, and an awareness of the older adult population would be beneficial.

Full job description is available on request by contacting Libby Bellinger at ctsmmow@aol.com.

Entry level salary and limited benefits. Email resume, cover letter and three references to: Libby Bellinger, Central Texas Senior Ministry, ctsmmow@aol.com. Resumes are due by 5 pm on May 23.