

**Senior Volunteer Program Coordinator  
(Part-time, Temporary, Contract Position)**

Norfolk County (MA) seeks a Temporary Contract Worker to assist the Norfolk County Retired Senior Volunteer Program (RSVP), under an affiliation with AmeriCorps. Duties may include, but are not limited to:

- Strategic planning for volunteer program, based on community need and support.
- Assistance with grant writing to secure additional funding for the program.
- Performing dispatch duties for the Rides-for-Vets service, using the web-based software program as needed.
- Maintain accurate records of volunteer information, hours, and activities; ensure compliance with funder requirements through database systems.
- Help with recruitment and retention efforts (possible presence at vendor fairs and making calls to potential and lapsed volunteers to recruit and update database).
- Help with special projects, including, but not limited to, migration of volunteer data from current management program (Volunteer Reporter) system to new system (GetConnected).
- Assistance with advisory board communications.

Required skills:

- Strong strategic planning skills.
- Strong written and verbal communication skills; ability to interact with diverse individuals and groups.
- Ability to learn and use volunteer management software/databases.
- Strong organizational skills; ability to manage multiple priorities, schedules, data.
- Interest in working with seniors; ability to motivate volunteers.
- Ability to adapt and find solutions to unexpected challenges.

Compensation:

\$30/hour for *up to* 37.5 hours per week. Payment, in total, for the duration of this project may not exceed \$15,000.

Additional Considerations:

- Hybrid work is possible, and at least two days in office is required. Hours are flexible during work week, Mon-Friday, between the hours of 8:30 a.m. and 4:00 p.m.
- Any contract is contingent upon a Criminal Offender Record Information (CORI) and Sex Offender Registry Information (SORI) check.
- Interested contractors, please submit a one-page proposal including biographical information and two or more references to [rsvp@norfolkcounty.org](mailto:rsvp@norfolkcounty.org)

POSTED: 6/17/2026 until contract role is filled