



## **IMMEDIATE OPENING LITA VOLUNTEER DIRECTOR**

Responsible to the LITA Board for enrolling and supporting volunteers in LITA's One-to-One Friends, Pet Connection, and LITA Families programs. Comply with HIPPA and nursing home regulations in managing these programs.

Status: 32 hours

Annual Salary: \$41,600 – 43,264 depending upon qualifications

Classification: Non-Exempt

### **Required Qualifications:**

Proficient computer skills using Microsoft Word, Excel, Publisher, PowerPoint, Web Applications  
California Driver's License  
Recent TB test

### **Desired Qualifications:**

Bachelor's Degree or equivalent  
Experienced working with older persons and volunteers  
Familiar with internal workings of long-term care facilities

Send cover letter and resume to:

LITA MARIN

4340 Redwood Hwy. #101

San Rafael, CA 94903

NO PHONE CALLS PLEASE

## **SUMMARY OF KEY RESPONSIBILITIES**

### **A. Program Management**

#### **One-to-One Friends and LITA Families Programs**

1. Respond to requests from long-term care facilities, family members and others requesting LITA matches with residents of long-term care facilities
2. Visit and interview residents about their interests, desires and backgrounds to assess whether they would benefit from a LITA friendship
3. Work with Activity Directors, Executive Directors and/or other facility administrators to facilitate interviews and matches with residents
4. Interview, orient, train and support new volunteers
5. Secure proof of TB test and two references before matching volunteers with residents
6. Match volunteers with residents including accompanying them on their first visit
7. Follow up with each new volunteer at regular intervals during their first year.
8. Check in with each volunteer annually to inquire about their experience.

### **Pet Connection**

1. Identify residents who would benefit from weekly visits with a special pet
2. Apply all elements of the One-to-One Friends and LITA Families programs above
3. Conduct interviews with volunteers and their pets to determine suitability of pets
4. Secure proof of TB test for volunteers and proof of pet vaccinations and other shots before matching with residents

### **B. Volunteer Management**

1. Develop and conduct activities to recruit, retain and recognize volunteers.
2. Develop and manage activities to help enhance LITA volunteers' experiences.
3. Use a database to audit and track active volunteer data.
4. Provide various reports as requested for grants, presentations, etc.
5. Pursue professional development and networking by attending MAC (Marin Activity Coordinator) meetings. Attend other workshops/events as necessary.

### **C. Other**

Fulfill other duties as required by the Board of Directors.