**Hospice Volunteer Coordinator**

**Hospice by the Bay** is seeking a full-time, **Volunteer Coordinator** in our**Larkspur**location.  This person will coordinate volunteer assignment services for patients/families in collaboration with the hospice interdisciplinary team.  Under supervision of the Volunteer Manager, this position performs as a valued team member within the Volunteer Services Department in compliance with organization policies and procedures and applicable laws and regulations. This position engages and inspires Marin community volunteers seeking varied experiences in end-of-life care.

**Essential Duties & Responsibilities include** (but are not limited to):

* Coordinates hospice team referrals and patient care related volunteer assignments.
* Participates in weekly hospice team meetings that collaboratively review each patient’s plan of care.
* Maintains accurate and timely volunteer activity care plan documentation in the electronic medical record (EMR) system in compliance with federal and state standards and regulations
* Tracks accurate and updated volunteer personnel file requirements in a departmental database compliant with federal and state standards.
* Facilitates recruitment, retention and recognition methods that enhance the Volunteer Services Program
* In cooperation with the Volunteer Services Manager (VSM), plans and implements Volunteer Training/Orientation programs.

**Education/Experience:**

* Minimum two years’ experience providing administrative coordination and supervision of volunteers.
* Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.
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**Certificates, Licenses, Registrations:**

* Current California Driver’s License and automobile insurance that meets State of California requirements, as well as ownership of a vehicle to be used to transport objects.