



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.
P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717
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Position Announcement
Volunteer Coordinator

Rocky Mountain Development Council's Rocky Mountain Senior Nutrition Program is seeking applicants for a Volunteer Coordinator. This position is a full-time (40 hours per week) position, Monday through Friday. The starting salary for this position is \$16.50 per hour.

At Rocky, the wage is just part of your total compensation. Rocky's generous benefit package includes: health, dental, vision and life insurance and an Employee Assistance Plan (which equals an extra \$4.88/hour), 10 paid holidays per year, sick and vacation leave equaling 5+ weeks in the first year! Retirement contributions begin after one year of employment, a 401k option is available upon hire, based on age eligibility.

This position serves as the primary connection between the Senior Nutrition staff and our pool of volunteers. The Volunteer Coordinator is responsible for recruiting, interviewing, scheduling, training, and the daily management of the Senior Nutrition Program volunteers.

Minimum Qualifications:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to a two-year degree and up to two year's work experience working in an administrative capacity. Other combinations of education and work experience will be evaluated on a case-by-case basis. A valid Montana driver's license, proof of auto insurance and reliable transportation is required. Must be approved as a driver by Rocky's insurance carrier. Completion of Serve Safe Class is preferred. Must be able to pass a criminal background check.

Required to lift/move equipment, supplies, etc. up to 50 pounds. Must be able to work outdoors in extreme weather conditions. Subject to winter weather driving hazards. May be exposed to infectious diseases.

Application Process: Applicants must submit a signed, completed Rocky application, resume, and letter of interest. Applications are available from Rocky and www.rmdc.net. Incomplete application materials will not be processed. Completed application packages must be submitted to the Rocky Human Resource Office, PO Box 1717, Helena, MT 59624-1717, (200 Cruse Avenue, Helena, MT 59601) by Wednesday, March 17 2021 at 5 P.M. EEO