

The Town of New Milford is hiring! Our Social Services department is currently accepting applications for a full time Volunteer and Program Coordinator. This position will be responsible for the full oversight of the Town Food Bank, Volunteers, as well as social programming. Interested and qualified candidates must submit a completed Town of New Milford Employment application, resume, and 3 professional references to: [Personnel@newmilford.org](mailto:Personnel@newmilford.org) Application deadline is 7/29/2022 at 4:30 p.m.

## **Town of New Milford**

<b>JOB CLASSIFICATION DESCRIPTION</b>
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**Job Title:** Volunteer and Program Coordinator  
Non-Union – Exempt

**Job Summary:** Coordinate the various department programs including the New Milford Food Bank and Volunteer Programs. This important social services position is responsible for any federal resources available to improve economic, social, and emotional stability for residents experiencing financial hardship and difficulties related to lower-income status.

**Supervision Received:** Receives direction from the Director of Social Services

**Supervision Exercised:** Direct reports include all volunteers for the food bank.

**Essential Job Functions:**

- Coordinates department volunteer program, providing recruitment, orientation, training, and on-going supervision.
- Maintains volunteer record keeping and communication system and organizes annual volunteer appreciation event.
- Coordinates New Milford Food Bank program, including volunteer management and contact with community groups that support program; maintains all Food Bank records.
- Act as food safety officer for the New Milford Food Bank.
- Serves as liaison to community food partners including Food Rescue, local grocers, other area food pantries and CTFoodShare, handling weekly ordering and annual inspections as well as instituting best practices in our local operation.
- Coordinate annual food-raising events such as Walk a Mile for a Meal and Stamp Out Hunger.
- Coordinate the planning, scheduling and administration of seasonal programs such as Back to School, Christmas/Santa Fund, Thanksgiving, summer camperships, support/educational groups, and Bike Day.
- Participates in community and regional coalitions that address the promotion of economic stability and basic human needs, as appropriate to role.
- Acquires a working knowledge of all programs and resources available to lower-income residents; maintains files of reference materials, as appropriate to role.

- Attends workshops and training sessions to maintain and expand skills and knowledge base as agreed to by the Director
- Performs other duties as assigned

**Knowledge, Skills, and Abilities:**

- Demonstrated proficiency with the network of service delivery systems.
- Demonstrated effective verbal and written communication skills.
- Demonstrated proficiency with effective interpersonal communication skills.
- Demonstrated ability and willingness to provide non-judgmental services to all people regardless of sex, race, culture, mental or physical disability, religion, sexual orientation, or marital status.
- Demonstrated ability to represent the Town and Department as a professional in a recognizable public service position at all times.
- Demonstrated ability to attract, supervise, and nurture volunteers.
- Demonstrated ability to work independently and as a "team member" within Social Services.
- Demonstrated competency with Microsoft Office, database programs, web-based computer operations and, social media platforms.

**Minimum Qualifications/Education:**

- Bachelor's degree in Communications, Program Development, Business or related field or equivalent with significant experience working with program development/coordination and experience in the field of social service.
- May be required to travel within the State of Connecticut. Incumbents are required to possess and retain a valid Motor Vehicle Operator's license throughout employment.
- Must submit to a background check, including fingerprinting, and be bondable
- Must be available, including evenings and weekends, as needed.
- Bilingual in Spanish, preferred
- Veterans, preferred

**Working Conditions, Physical and Mental Requirements:** Occasionally, they may be exposed to inclement weather to carry out food bank duties. Incumbents in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

**Frequency: Place an "X" in each box that is appropriate for your job.**

<b>NEVER (N)</b>	<b>OCCASIONALLY (O)</b>				<b>FREQUENTLY (F)</b>				<b>CONSTANTLY (C)</b>				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Frequency:</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>N</b>	<b>O</b>	<b>F</b>	<b>C</b>
<b>Physical Demands:</b>					Depth Perception								X
Standing				X	Color Distinction								X
Walking				X	Peripheral Vision								X
Sitting			X		Driving		X						
Lifting			X		<b>Physical Strength:</b>								
Carrying			X		Little Physical Effort (-10 lbs.)				X				
Pushing			X		Light Work (-20 lbs.)				X				
Pulling			X		Medium Work (20-50 lbs.)				X				
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			<b>Environmental Conditions:</b>								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes				X				
Reaching			X		Wetness		X						
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids		X						
Repetitive Motion				X	Exposure to dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical danger		X						

The above statements are intended to describe the general nature and level of work performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to

qualified individuals with disabilities and encourage prospective and current employees to discuss potential accommodations with the Town when necessary.

Created by Personnel 7-1-2022