



**Job Title:** Chore Services and Transportation Program Assistant

**Summary Statement:** This position is responsible for providing administrative support to the Chore Services and Transportation Program, including coordinating requests for drivers and chore service volunteers with program recipients; providing information to prospective program recipients and others, and assisting with the general operation of the program. This position will flex to accommodate the current volunteer office assistant's hours.

**Reports to:** Chore Services and Transportation Program Manager

**Fair Labor Standards Act Status:** Non-Exempt

### **Essential Job Functions**

Assist with general office duties (answering the phone, data entry, copying, filing, record keeping, preparing reports, faxing, emailing and other duties).

Screen potential new program recipients using pre-screening procedures.

Mail or email program enrollment/application forms and supporting program materials to after the pre-screening has been completed.

Provide information and referral resources for potential program recipients who are not eligible for services with the Chore Services and/or Transportation Program.

Provide information and referral resources for coordinating agencies and others who are assisting clients, patients and/or family members who may need transportation and chore services assistance.

Assist with coordinating ride requests and driver assignments, including documentation.

Assist with coordinating Chore Services project requests with volunteers, including documentation.

Communicate with Chore Services or Transportation recipients regarding volunteer assignments (including initial and follow-up calls).

Maintain volunteer and program recipients' records and prepare reports as directed by the Program Manager.

Assist with training, special events, and other program activities as directed by the Program Manager or other agency staff.

Assist with Community Thread fundraising initiatives if requested.

Serve as an active team member of Community Thread by supporting the operations, activities, and committees of the agency.

Assist with other duties as requested by the Program Manager, Executive Director, Associate Director and/or Development and Communications Director.

### **Job requirements – Education and Training**

Associates degree plus 3 years of experience  
Skilled in Microsoft office

### **Other requirements**

Experience working with older adults and building a positive rapport  
Knowledge of local resources and referral methods  
Interest and energy for volunteerism and community building  
Solid oral and written communication skills  
Organized and self-directed professional  
Creative, flexible  
Ability to establish and maintain collegial and respectful relationships with coworkers, volunteers, donors, partner organizations, vendors, and the community at large  
Effective leadership and self-management skills  
Ability to problem solve, multitask, work independently and meet deadlines  
Ability to identify and recommend improvements in order to further the organization's mission

### **Work conditions/physical demands**

Must be able to lift 30 pounds  
Requires repetitive motion activities such as typing on a computer keyboard  
Background check required

### **Benefits Information**

Position is 0.6 FTE (24 Hours per week) from 8:30 am – 2:30 pm  
Hourly rate is \$13 - \$16 based on experience  
Position eligible for vacation, sick, volunteer, and family leave

### **To Apply**

Submit cover letter and résumé via e-mail to Sally Anderson at [Sally@CommunityThreadMN.org](mailto:Sally@CommunityThreadMN.org).  
No phone calls please.