



POSITION TITLE: AmeriCorps Seniors Program Associate

EMPLOYMENT TYPE: Part-time, non-exempt (15 hours per week in South Burlington office)

UNIT ORGANIZATION: Community Impact

REPORTS TO: Director of Partner & Volunteer Engagement

RATE OF PAY: \$24.00/hour

PURPOSE OF POSITION

The AmeriCorps Seniors Program Associate plays an important role in ensuring volunteers have the support, resources, and communication they need to make a meaningful impact on our community. This position helps connect older adults with volunteer service while supporting the Bone Builders program, which promotes health, independence, and social connection. In addition, this role will help maintain excellent relationships with the 150+ volunteers, nonprofits, and community organizations we serve.

KEY RESPONSIBILITIES

Key responsibilities for this role include but are not limited to:

Administrative Support

- Complete the day-to-day administrative work for the program.
- Support program data collection and management, including survey distribution, data entry, and reporting.
- Assist with tracking and coordination of in-kind documentation.
- Maintain digital and physical filing systems in compliance with document retention standards.

Volunteer Coordination

- Assist with volunteer recruitment efforts.
- Provide event support for volunteer training and volunteer recognition events.
- Process volunteer applicants and required enrollment paperwork.
- Provide ongoing support to volunteers by managing sick leave and vacation requests, coordinating schedule changes, and conducting regular check-ins.
- Assist with AmeriCorps Seniors compliance.

Communications

- Support the creation and distribution of various written communications, including program newsletters and volunteer recruitment postings.

SUPERVISION

This role has no direct supervisory responsibilities but will work closely with other program staff and volunteers.

QUALIFICATIONS

- Demonstrated knowledge and experience with administrative and office tasks.
- Ability to manage multiple tasks and take the initiative on day-to-day work and projects.
- Proficiency with Microsoft Office Suite is required, and experience with volunteer management databases (or similar relationship management databases) is preferred.
- Strong written and oral communication skills.
- Organized and detail-oriented.
- Criminal Background check required.

ABOUT THE BONE BUILDERS PROGRAM

Bone Builders is an exercise program designed to prevent (and even reverse) the negative effects of osteoporosis. The program is based on research conducted at Tufts University and published there, which shows that strength training just twice a week dramatically reduces the risk of fractures due to the disease. Study participants gained bone density, became stronger, and improved their balance. These health gains significantly reduced the incidence of falling. Bone Builders classes fill a vital need for regular physical exercise and increased social interaction, both well-known components of healthy aging.

APPLICATION INSTRUCTIONS

Applications and inquiries can be directed to Hiring@unitedwaynwvt.org. Please attach a copy of your resume and cover letter to your application. The deadline for submitting your application is Friday, July 31st, 2026

Accessible Hiring Policy

United Way of Northwest Vermont is committed to an inclusive and accessible application experience for all candidates. If you need an accommodation or a different format for any part of the application process, please contact our Human Resources office at Hiring@unitedwaynwvt.org / 802-861-7848. We will work with you to find a solution that meets your needs.