Description

Job Posting Template: GENERIC LTM

Position Description:
Location: Geisinger Wyoming Valley Medical Center
Work Schedule: Days/Evenings - Flex D/E 3:00pm - 7:30pm Rotating Weekends
8:00am - 3:00pm
Work Type: FLEX
Hiring Manager: Barbara Coyle
Recruiter: Debbie Gallagher

JOB SUMMARY:

The job requires participation in all aspects of the junior volunteer program including planning, implementation, coordination, facilitation, supervision and evaluation.

This is a grant funded position for fiscal year 2017. Applicants must be available between October 1, 2016 and April 30, 2017. Worktime for planning and preparation is flexible but implementation and supervision activities are performed on campus during afternoons, evenings and weekends. Two (2) part-time internships are available. Hours are between 15 and 20 per week each.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Assist in planning and preparation for the junior volunteer program.
2. Assists with implementation of the junior program
3. Supervise and guide teen participants
4. Evaluate the experience

SPECIFIC POSITION DUTIES:
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1. Planning and preparation
   a. Design and prepare marketing materials including applications and brochures
   b. Initiate mailings
   c. Communicate with prospective teens and parents to collect and organize required clearances and consents.
   d. Schedule interviews. Send acceptance notices. Confirm attendance and commitment from teens and parents.
   e. Schedule and facilitate orientation, training and enrichment activities.
   f. Prepare materials for training and enrichment.
   g. Devise evaluation and recognition activities both for teen participants and donors.
2. Implementation
   a. Conduct orientation and training.
   b. Communicate with medical center staff and employees to determine appropriate assignments and activities.
   c. Invite presenters to enrichment sessions.
   d. Coordinate and facilitate activities including reserving rooms and equipment.
   e. Conduct concluding activities
3. Supervision
   a. Assign teens as requested
   b. Verify attendance
   c. Support and guide participation and involvement
4. Evaluation
   a. Prepare letters or certificates of participation for volunteers
   b. Plan and conduct recognition activities
   c. Collate evaluations and provide recommendations for improvement

COMPETENCIES AND SKILLS:
Demonstrated communications skills including speaking, writing and listening. Aptitude for engaging with the targeted population (teens 14-16 years of age) Creativity, leadership and initiative combined with dependability and flexibility. Appreciation for the value of service in life experiences.

Completion of the application process and the job requires competency and confidence using Microsoft Office including Word, Excel, PowerPoint and Outlook.
EDUCATION AND/OR EXPERIENCE:

Junior level bachelor’s degree candidates in Education, Health Administration, Non-profit Management, Public Relations, and Marketing will be considered.

Volunteer and service experiences are advantageous.

Experience leading education or enrichment activities for youth ages 12-15 is helpful.

WORKING CONDITIONS/PHYSICAL DEMANDS:

Work is performed in an office environment and throughout the medical center. Walking, standing, and sitting.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.
About Geisinger
Geisinger Health System is an integrated health services organization widely recognized for its innovative use of the electronic health record and the development of innovative care delivery models such as ProvenHealth Navigator® and ProvenCare®. As one of the nation’s largest health service organizations, Geisinger serves more than 3 million residents throughout 45 counties in central, south-central and northeast Pennsylvania, and also in southern New Jersey with the addition of AtlantiCare, a National Malcolm Baldridge Award recipient. The physician-led system is comprised of approximately 30,000 employees, including nearly 1,600 employed physicians, 12 hospital campuses, two research centers and a 510,000-member health plan, all of which leverage an estimated $8.9 billion positive impact on the Pennsylvania economy. Geisinger has repeatedly garnered national accolades for integration, quality and service. In addition to fulfilling its patient care mission, Geisinger has a long-standing commitment to medical education, research and community service. For more information, visit www.geisinger.org, or follow the latest Geisinger news and more on Twitter and Facebook.

** Does not qualify for J-1 waiver. We are an Affirmative Action, Equal Opportunity Employer Women and Minorities are Encouraged to Apply. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability or their protected veteran status.