



Recruitment Specialist: Job Description

ElderCARE Lake County is seeking an experienced, outgoing, and results-driven individual to recruit volunteers to assist ElderCARE care receivers and to recruit ElderCARE care receivers. In this important role working with ElderCARE staff you will seek out volunteers in churches, organizations and other settings within Northern Lake County where residents are gathered. You will present ElderCARE services to potential care receivers in senior buildings and other settings where older adults are gathered. If you love talking to people, naturally generate a positive response from others, have a heart for working with the older adult population, we would love to meet you!

A successful candidate will have:

- *Creative ideas on how to reach volunteers and older adult clients;
- *A drive to exceed weekly and monthly recruitment goals;
- *Incredible networking abilities - you love people and can talk about anything to anyone.

This Job Is For You If:

- *You are excellent at managing your time and prioritizing tasks;
- *You're motivated by goals, teamwork, and bonuses!

Requirements:

- *A love of people and ability to speak with diverse groups;
- *Experience in full cycle recruiting (Sourcing, Interviewing, Background & Reference Checks, and Onboarding) – a plus
- *Proficient in Microsoft Office, Excel, Word and Publisher

About The Job:

You'll Be Responsible For:

- *Placing and maintaining recruitment advertising online and other ways;
- *Conducting creative networking & recruiting events;
- *Building relationships with church, senior center, and senior building staff;
- *Collecting applications for volunteers and conduct phone screens;
- *Scheduling applicant and volunteer orientations;
- *Help with maintaining background checks and reference verification of volunteers;
- *Participating in monthly meetings with operations team;
- *Maintaining an applicant tracking system.

Job Type: Part-time, 20 hours per week

Pay: \$28.00 per hour

If interested write to jlynneldercare@gmail.com