ORGANIZATION: Exceptional Adventures
POSITION: Volunteer Coordinator
STATUS: Full Time; 40 hours / week
SCHEDULE: Monday to Friday; Holidays and weekends as required
LOCATION: Robinson Township
SALARY: $25,000 - $28,000 / year (DOE)
Additional Information: Position requires to work the New Year’s trip

Exceptional Adventures, a subsidiary of Partners For Quality Inc., is a non-profit organization with more than 40 years of experience. We provide vacation opportunities, social events and monthly dances for individuals with intellectual and developmental disabilities. Our recreational and travel programs are designed to support guests in a wide variety of activities. Organized trips include motor coach, flight, train and cruise packages which are offered year-round.

The Volunteer Coordinator is responsible for the completion of designated assignments in a supervised travel service for people with intellectual and developmental disabilities that offers a wide variety of tours / services to match the needs / abilities of individual guests as well as promote a positive image in the community. Duties include but are not limited to:

- Recruiting, training and supervising volunteers
- Maintaining website and internal database
- Assisting with general office duties
- Coordinating and overseeing a designated variety of tours per year

QUALIFICATIONS
1. Bachelor’s or Associate’s degree in a related field OR a two (2) year degree in travel AND tourism or event planning
2. Two (2) years experience working with people with intellectual and developmental disabilities, preferred
3. One (1) year supervisory experience preferred
4. Ability to multi-task, and manage time
5. Excellent communication skills, both verbal and written
6. Must be able to work independently and in a team setting
7. Must be able to travel frequently and for an extended period of time or on short notice (Travel may be by bus, train, plane or boat)
8. Excellent computer skills
9. Have or obtain a United States Passport
10. Valid Driver’s License
11. Act 33, 34 and FBI Clearances

SALARY
$25,000 - $28,000 / year (DOE)

CASH INCENTIVES
Employees have the opportunity to earn additional money through various incentive programs:
- $1,000 Employee Referral (for successfully referring someone to employment)

BENEFITS
Full Time employees enjoy a comprehensive benefits package:
- Health, Dental and Vision Insurances (United Healthcare)
  - $1,200 cash payout option in lieu of Health Insurance coverage
- Healthcare Flexible Spending Account
- Dependent Care Flexible Spending Account
• 16 to 26 Paid Days Off / year
• 6 Paid Sick days / Year
• 7 Paid Holidays
• Short Term Disability
• Life Insurance
• Optional 401(k) with Employer match

WORK PERKS
• Paid orientation and training (Medication Administration, CPR, First Aid, etc.)
• Free parking
• Mileage reimbursement
• Employee Activities, Rewards and Recognition Programs
• Comprehensive Employee Assistance Program
• Cell Phone discount (Verizon)

APPLY TO THIS POSITION
Interested applicants can choose to apply in any of the following ways:
✓ Complete an employment application online
✓ Email resumes: Careers@PFQ.org
✓ Fax resumes: 412-446-0749
✓ Drop off resumes or apply in person: Partners For Quality, 250 Clever Road, McKees Rocks, PA 15136
If you need any assistance or require an accommodation to apply please contact us at 412-446-0700.

www.ExceptionalAdventures.com
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Partners For Quality and its family of agencies are an equal opportunity employer
EOE