



## **Anderson Valley Village**

Anderson Valley Village  
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### **Job Opening: Anderson Valley Village Coordinator** 8-10 Hours per week: pay range \$22.-\$25.00 DOE

The Anderson Valley Village is looking for new Coordinator.

We are looking for someone who:

1. Is passionate about and skilled in building community
2. Has strong interpersonal skills with all age groups including volunteers
3. Has the ability to solve problems creatively
4. Demonstrates proficiency in digital communications and database skills

Application and full job description below.

Paper applications can be arranged with Lauren Keating 707-367-9475

Deadline for applications is Thursday, March 28, 2024. Interviews will follow shortly.

# Anderson Valley Village

**Job Title:** Village Coordinator

**Reports to:** The AVV Board

**Mission Statement:** The Anderson Valley Village's mission is to help seniors retain their independence, to stay and age in their homes and remain active in their communities by providing practical, emotional, and social support to enhance their quality of lives.

- Trusted relationships are at the heart of what we do. The Village Coordinator plays a pivotal role in facilitating these connections.

## Member Services

- Maintain and expand relationships with members that empower them to live independently.
- Respond to member requests—matching with appropriate volunteer, professional, or other resources.

## Volunteer Management

- Maintain and expand all aspects of a viable volunteer program, including recruitment.
- Maintain and expand systems that maximize efficiency and satisfaction for both volunteers and members.

## Other

- Cultivate relationships with service providers and partners, continually responding to member feedback and at the same time anticipating their future needs.
- Help the Board with communications, social events, etc.
- Attend monthly Community meetings and Board meetings.

## **Skills and Characteristics**

- Passionate about, and skilled in, building community
- Strong interpersonal skills with all age groups
- Proficiency in digital communications, managing a database, and maintaining a website
- Ability to solve problems creatively
- Excellent written and verbal skills
- Comfortable working independently and collaboratively: asking for help as needed and delegate tasks as appropriate.

# Standard Application for Employment

*It is our policy to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, age, color, sex, religion, national origin, disability or other protected classifications.*

Please carefully read and answer all questions. You will not be considered for employment if you fail to completely answer all the questions on this application. You may attach a résumé, but all questions must be answered.

“Employer”	Position applying for
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## PERSONAL DATA

Name (last, first, middle)

Street Address and/or Mailing Address

City

State

Zip

Home Telephone Number

Business Telephone Number

Cellular Telephone Number

Date you can start work

Salary Desired

Do you have a High School Diploma or GED?

Yes ☐ No ☐

## POSITION INFORMATION

Check all that you are willing to work

Hours: Full Time ☐  
Part Time ☐

Days ☐  
Evenings ☐

Swing ☐  
Graveyard ☐  
Weekends ☐

Status: Regular ☐  
Temporary ☐

Are you authorized to work in the U.S. on an unrestricted basis?

Yes ☐ No ☐

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for employment.)

Yes ☐ No ☐

If yes, explain:

Have you been told the essential functions of the job or have you been viewed a copy of the job description listing the essential functions of the job?

Yes ☐ No ☐

Can you perform these essential functions of the job with or without reasonable accommodation?

Yes ☐ No ☐

## QUALIFICATIONS

Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School			
School			
Other			

## SPECIAL SKILLS

List any special skills or experience that you feel would help you in the position that you are applying for (leadership, organizations/teams, etc.)

## REFERENCES

Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship

<b>WORK HISTORY</b> Start with your present or most recent employment and work back. Use separate sheet if necessary. (INCLUDE PAID AND UNPAID POSITIONS)		
<b>Job Title #1</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

May we contact your present employer?      Yes ☐      No ☐      N/A ☐

<b>Job Title #2</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #3</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

<b>Job Title #4</b>	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

I certify that the facts set forth in this Application for Employment are true and complete to the best of my knowledge. I understand that if I am employed, false statements, omissions or misrepresentations may result in my dismissal. I authorize the Employer to make an investigation of any of the facts set forth in this application and release the Employer from any liability. The employer may contact any listed references on this application.

I acknowledge and understand that the company is an “at will” employer. Therefore, any employee (regular, temporary, or other type of category employee) may resign at any time, just as the employer may terminate the employment relationship with any employee at any time, with or without cause, with or without notice to the other party.

Applicant Signature

Date