

**POSITION TITLE: Senior Companion Program Volunteer Coordinator**

**REPORTS TO: Senior Companion Program Director**

**STATUS: Full Time-Exempt**

**Our Core Values**

* Compassion
* Recognizing the value of older adults
* Integrity
* Quality Service

**RESPONSIBILITIES:**

* Recruiting, screening, training, and placing volunteers; maintaining records and preparing reports concerning volunteer attendance, transportation, meals and physical examinations; and conducting in-home visits to help monitor placements
* Extensive volunteer supervision and coordination
* Complete bi-monthly payroll for volunteer stipend checks
* Maintain volunteer personnel files
* Assist with annual volunteer recognition events
* Assist Program Director with development of partner agencies
* Performs other duties as assigned by SCP Director or Director of programs

**QUALIFICATIONS:**

* Candidates should have a Bachelor’s degree or equivalent experience in social services, preferably in the field of aging
* Strong interpersonal, volunteer management, and communication skills needed
* Strong proficiency in required software and laptop usage, with Salesforce experience a plus
* Licensed driver with reliable transportation & good driving record
* Bilingual in English/ Spanish preferred

To apply, please email a cover letter and resume to Melanie Calhoun at [MCalhoun@theseniorsource.org](mailto:MCalhoun@theseniorsource.org)