



Position Title: Volunteer Coordinator for Senior Companion Program
Department: Senior Services
Reports to: Director of Senior Services

Agency Mission

“InterFaith Works, through education, service, and dialogue, affirms the dignity of each person and every faith community, and seeks to build relationships and understanding among us.”

Agency Vision Statement:

“InterFaith Works builds bridges of understanding to affirm the dignity of all people in Central New York. Working with the different faith communities and the diversity of the region’s people, we address deeply embedded social divisions. Informed and influenced by the values and ethics of the faith traditions, we work with the community to find common ground on its issues. Using the tools of interfaith and cross-cultural dialogue, we create life-changing experiences that lead to actions for the creation of a more equitable and loving community.”

Position Summary:

The Volunteer Coordinator, under the guidance of the Director of Senior Services, manages all aspects of the Senior Companion Program

Qualifications:

BA or BS degree. Some experience working with Seniors is desirable but not required.

Essential Functions:

The Volunteer Coordinator assists the Director by

1. Recruiting, selecting, and placing Senior Companions.
2. Planning and providing orientation and monthly in-service trainings for Senior Companions in Onondaga, Cayuga and Madison counties.
3. Maintaining and updating, in a timely and organized fashion, all of the required documentation in each Companion’s file. (This program is funded and regulated by the Federal Government and by the Corporation for National Community Service, and compliance with the rules and regulations of both entities is required.)

4. Maintaining strong working relationships with the staff at Volunteer Stations relative to each placement, and providing necessary counsel, advice and support to Station staff if needed.
5. Arranging for the scheduling and supervision of each Senior Companion based on the Station to which the person is assigned.
6. Processing the Companions' monthly timesheets, and after working with fiscal staff who write payroll checks, disbursing the checks in a timely manner.
7. Maintaining telephone interface with Senior Companions as well as with members of the community who are seeking information and making referrals relative to senior services.
8. Assisting and supporting the Director with the collection of information required by funding sources for progress reports.
9. Performing related duties as required by the Program Director.

Skills Required:

- excellent writing, relationship, and organizational skills
- facility in using Word and Excel programs
- ability to work quickly and accurately while multi-tasking

Send resumes to:

Marcy Bowles

InterFaith Works

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Syracuse, NY 13203

Attn: Senior Services Volunteer Coordinator

Or email mbowles@interfaithworkscny.org, subject line: Senior Services Volunteer Coordinator