

**Position Title:** Senior Companion Program Volunteer Coordinator  
**Department:** Center for Health Aging  
**Reports to:** Senior Companion Program Manager  
**Salary Range:** \$40,000 - \$49,000  
**Classification:** Full-time; Non-Exempt  
**Date Created:** July 2024



**Agency Mission:**

InterFaith Works affirms the dignity of each person and every faith tradition, builds racial and religious equity, and creates bridges of 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.

**Overview of the Program Area:**

InterFaith Works has 38-year history of serving seniors by addressing issues of isolation and loneliness that people can experience as they age. The Center for Healthy Aging's programs and services promote activity, socialization and life-long learning, in order to empower older adults to age with dignity.

The Senior Companion Program provides low-income, mobile, and healthy seniors (called Senior Companions) with the opportunity to stay engaged in their community by providing supportive friendships to older people who want to continue to live in their homes in Onondaga, Madison, Cayuga and Oswego Counties. Companions receive a stipend for their service. The Senior Companion Program is funded by the AmeriCorps Seniors, a federal agency that creates service opportunities for volunteers to address critical needs in their communities. This is a vibrant and growing program, meeting the needs of diverse older adults throughout Central New York

**Position Summary:**

The Senior Companion Program Volunteer Coordinator, in collaboration with the Senior Companion Program Team, coordinates the activities of the Senior Companion Program, including volunteer recruitment and management, training and recognition, and recordkeeping.

**Qualifications**

Bachelor's degree in Human Services, Social Sciences or related field preferred. Experience working with diverse populations of older adults and/or volunteers in human services or other related organizations.

## **Essential Functions:**

### ***Volunteer Development***

- Recruit persons at least 55 years of age and on low incomes to serve as Senior Companions
- Provide pre-service training, according to established curriculum and program guidelines
- Plan and deliver monthly in-service training schedule for Senior Companions in four counties, including scheduling speakers, preparing agendas, creating training content and materials, and planning other related activities
- Develop Senior Companion assignments with individuals, in collaboration with Volunteer Stations, such that those with the greatest needs are served.
- Plan and implement an annual volunteer recognition event and on-going recognition for Senior Companions, in conjunction with the Advisory Council
- Develop a team of Community Volunteer Trainers to assist with orientation and in-service training and to provide on-going support for Senior Companions
- Evaluate volunteers in concert with funding guidelines, and in collaboration with Volunteer Stations

### ***Community and Public Relations***

- Conduct outreach activities, including presentations, tabling, and meetings, that lead to the recruitment of new Senior Companion volunteers in four counties
- Promote Senior Services programs with internal and external print and electronic media
- Maintain relationships with business, government, and non-profit partners to ensure support
- Participate in appropriate community organizations and coalitions that further the work of the agency and Senior Services
- Secure new sources of in-kind donations, to benefit Senior Companion volunteers
- Attend the AmeriCorps annual national convening, on behalf of the IFW Senior Companion Program

### ***Administration and Recordkeeping***

- Prepare payroll monthly for Senior Companion benefits
- Initiate National Service Criminal History Checks, in accordance with program regulations
- Update Senior Companion Volunteer files and client Care Plans annually
- Maintain record keeping required by AmeriCorps and other funders
- Maintain database of volunteer and client information
- Provide monthly progress reports and other periodic reports to the Program Manager
- Develop program materials

### ***Other duties as assigned***

### **Skills and Experience:**

- Minimum 2 years' experience in Program Coordination, or other relevant experience, preferred

- Excellent written, communication, and organizational skills
- Ability to build meaningful relationships with community member to contribute to volunteer recruitment
- Administrative experience including office, database and meeting management
- Ability to relate well to others and work collaboratively
- Ability to work with initiative and creativity, and to handle a variety of tasks and responsibilities flexibly
- Ability to plan and conduct meetings and trainings for up to 50 people
- Strong abilities in Microsoft suite programs
- Commitment to equity, inclusion, and supporting vulnerable older adults in Central New York
- Personal vehicle to reliably travel throughout Onondaga, Cayuga, Madison and Oswego counties

**Working conditions and physical demands *required*:**

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Must have personal vehicle for regular travel through the four-county service area (Onondaga, Cayuga, Madison and Oswego counties); must be able to travel through the service area at least 50% of the time using reliable transportation, traversing streets, ascending/descending stairs, and exposed to outside weather conditions
- Occasional nights and weekends may be required
- Remain in a stationary position at a workstation and use a computer approximately 50% of the time
- Ability to frequently sit for long periods attending meetings/trainings

To apply: Please send cover letter and resume to Melissa Morral at [mmorral@ifwcny.org](mailto:mmorral@ifwcny.org).