



Director Senior Companion Program (SCP)

Job Description

The Senior Companion Program (SCP) is accepting applications for executive director. The program enlists volunteers ages 55 and older to provide companionship and assistance to homebound individuals, helping them to remain in their homes rather than moving to more costly institutional care. Qualified volunteers may earn a stipend for their work.

Executive Director Duties

- Responsible to the national sponsor, the Corporation for National and Community Service (CNS) and the local sponsor, the Mobile County Commission.
- Recruits and places volunteers.
- Develops and coordinates partnerships and program activities with volunteer stations.
- Reports statistics and outcomes for all volunteers.
- Prepares grant applications to the federal sponsoring agency.
- Coordinates mandated reporting of statistics and outcomes for the program and its volunteers.
- Maintains financial, personnel, volunteer and project records.
- Oversees Senior Companions' direct benefits, information and referral and provides any necessary counsel and advice.
- Coordinates and reports to a Board of Directors and an Advisory Council.
- Public relations to include news media and formal recognition of volunteers and partners.
- Supervises a staff of 2 employees.
- Other program activities as needed.

Applicant needs strong oral and written communication skills, grant application and administration skills, interest in working with older persons and volunteers, ability to manage a budget, a good knowledge of Word and Excel, and social media skills. Background check will be required.

MINIMUM QUALIFICATION REQUIREMENT:

Attainment of a minimum of a bachelor's degree from a recognized college or university and supervisory experience; or a combination of education and experience equivalent to these requirements.

WORKING TEST PERIOD

6 months

Applications: Send cover letter and resume to Belinda Metzger at bmetzger@mobile-county.net by November 16, 2015.