Northern Arizona University  
Position Description  
Program Coordinator  
Foster Grandparent and Senior Companion Programs—Verde Valley

**General Overview:** The Program Coordinator provides administrative and programmatic support Foster Grandparent and Senior Companion Programs in the Verde Valley, including Cottonwood, Clarkdale, Sedona, Jerome, and Camp Verde.

The Foster Grandparent Program recruits, trains and places senior volunteers age 55 and older and low income with schools, Head Start Centers, or other agencies serving children. Foster Grandparents volunteer one-on-one or in small groups with children having special or exceptional needs. Foster Grandparent volunteers receive a stipend of $2.65 an hour, mileage reimbursement, annual physicals and other benefits.

Senior Companion Program (SCP) recruits, trains and places senior volunteers age 55 or older to provide assistance and friendship to elderly, homebound individuals. Senior Companions provide the services that elderly need to live independently including: taking care of simple chores, providing transportation to medical and other appointments and outings offering contact to the outside world. Senior Companion volunteers receive a stipend of $2.65 an hour, mileage reimbursement, annual physicals and other benefits.

**Job Title:** Program Coordinator Senior Corps – Verde Valley

**Location:** Civic Service Institute

**Full/Part Time:** Part Time

**Regular/Temporary:** Temporary

**Special Information:**
- Position serves the Verde Valley for the Foster Grandparent (FCP) and Senior Companion (SCP) Programs.
- Office may need to be operated out of personal home or through identifying locally donated office space.
- Position is funded for 15 hours per week.
- May need to work on occasional weekend or evenings due to special events.
- Position is grant funded and subject to the availability of funding.

**Job Description**
- Recruit, interview, train, retain, and recognize age and income eligible volunteers for the programs.
- Provide 40 hours of pre-service and 4 hours monthly of in-service trainings for FGP and SCP volunteers.
• Initiate and coordinate agreements with educational institutions and other non-profit agencies serving older adults that fit within the scope of the programs’ guidelines. Assist partner agencies with completing all required paperwork.
• Provide initial training and conduct site visits with partner agencies.
• Organize special events, including, but not limited to, volunteer recognition celebrations and fund raising events.
• Develop strategic partnerships and collaborations that support the activities of FCP and SCP volunteers.
• Perform annual updates for the program, including securing Memorandum of Understanding agreement, and assessment plans.
• Secure donations for the FGP and SCP Programs including full or partial donations of physical examinations for volunteers from doctors or clinics; items for volunteer recognition; guest speakers, meeting space, etc.
• Process all required paperwork including volunteer applications and background screening.

Minimum Qualifications
• Bachelor's degree in Social Services, Gerontology, Education or a related area and 2 years experience working with the volunteers and/or program coordination experience, particularly with the elderly population or low-income population; OR,
• Six years progressively responsible experience working with volunteers, the elderly/low-income populations or in the non-profit sector; OR,
• Any equivalent combination of experience, training and/or education.

Preferred Qualifications
• Experience with non-profit organizations.
• Excellent organizational skills.
• Strong skills in multi-tasking.
• Ability to effectively communicate with others whose backgrounds are different from your own, including working with diverse cultures, ethnicities, and those of different ages.
• Working knowledge of MS Word and Excel, proficiency with the Internet, Internet reporting and electronic mail as well as ability to learn new volunteer software programs.
• Ability to work independently and as part of a team.
• Experience recruiting, working with, and retaining volunteers.
• Experience coordinating and delivering training.
• Bilingual/Spanish- language skills.

Knowledge, Skills and Abilities
• Demonstrated effective communication and presentation skills.
• Demonstrated successful skills in volunteer leadership.
• Demonstrated skills working effectively with community agencies.
• Ability to analyze problems and exercise sound judgments leading to fair and well-thought out decisions.
Salary
$15.50 an hour.
This is not a benefit-eligible position.

Equal Employment Opportunity
Northern Arizona University is a committed Equal Opportunity/Affirmative Action Institution. Women, minorities, veterans and individuals with disabilities are encouraged to apply. NAU is responsive to the needs of dual career couples.

To Apply
Submit a resume and cover letter to naucsi@nau.edu by Friday, February 13th.