

Job Announcement

Position: Coordinator	Department: Senior Companion
Location: Hughesville, MD	Employment Status: Full-Time
FLSA: Non-Exempt Grade: 12	Compensation: \$17.50 per hour to \$26.25 per hour
Weeks Worked: 52	Work Per Week: 40 – [Monday – Friday]
Opening Date: September 23, 2019	Closing Date: Until Filled

Summary of Job Description: Coordinate volunteer (Senior Companion) placements with current volunteer stations. Recruit new stations and volunteers. Provide information for reports to as agreed upon with Project Director. The Coordinator reports directly to the Director of Volunteer Services.

Summary of Requirements: *Bachelor's Degree*, in social work, counseling, psychology or related human/social service area. Two-years experience working with senior citizens or individuals with disabilities. Experience working with volunteers is preferred. Experience in outreach and recruitment a plus. Skills and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Must maintain confidentiality at all times.
Communication Skills: Communicates effectively, appropriately, and professionally in written and verbal formats with coworkers, supervisors, customers, and vendors.

Applications Accepted By: Mail and Online	
Mail to: SMTCCAC, Inc. - Human Resources Dept. P.O. Box 280 Hughesville, MD 20637	Online at: www.smtccac.org
Required Documents: The following documents are required based on job: In addition to your application and resume please provide a copy of your degree and/or a copy of your college transcripts. Applications and Documents submitted with missing information will not be considered. Do not send application's via Fax.	

This document serves as the announcement for the position. It is not the Job Description.

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