



### Job Announcement

<b>Position:</b> Program Director	<b>Department:</b> Senior Companion
<b>Location:</b> Hughesville, MD	<b>Employment Status:</b> Full-Time
<b>FLSA:</b> Exempt <b>Grade:</b> 14	<b>Compensation:</b> \$44,000 to \$66,000
<b>Weeks Worked:</b> 52	<b>Work Per Week:</b> 40 + Monday – Friday, some evenings/weekends
<b>Opening Date:</b> August 28, 2019	<b>Closing Date:</b> Until Filled

**Summary of Job Description:** The Program Director is the designated staff member that manages the Senior Companion Program (SCP). He/she directs and oversees the SCP project grant including strategic planning, program development, fiscal management, stipend management, promotional activities, staff supervision, volunteer recruitment and management and coordination with agency and community resources. The Program Director ensures that all programmatic outcomes are achieved. This position is directly responsible to the Deputy Director for the effective performance of the essential functions and Agency requirements.

**Summary of Requirements:** *Bachelor's Degree*, in Social Work, Human Services, Gerontology, or related field. Five years of experience in the gerontology preferred; of which three years were in a supervisory capacity; experience working in a nonprofit setting, program management, budgeting, supervision, working with volunteers and/or direct service programs; knowledge of grant/contract administration; strong oral and written communication skills; volunteer management experience; knowledge of community resources. Ability to plan, organize and prioritize assignments to independently meet deadlines and accurately complete tasks in a timely manner. Ability to manage programs and comply with all rules and regulations successfully. Skill and proficiency using Microsoft Word, Excel, Outlook, or other software applications to retrieve data, create spreadsheets, and reports. Ability to analyze issues collect and evaluates information, recommend solutions and implement procedural change. Demonstrated team-building skills to establish and maintain collaborative working relationships. Should be knowledgeable in budget planning, preparation, and management to justify fiscal decisions, and support budgetary issues. Ability to independently draft correspondence/reports regarding program policies, procedures, operations and outcomes.

**Communication Skills:** Must be skilled in communicating appropriately and effectively with people from a wide range of ages and backgrounds in written and oral form, this includes staff members, volunteers, vendors and funders. Ability to effectively communicate internally within the agency and in the community, maintaining confidentiality at all times.

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

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

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