



Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.

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Senior Companion Program • SCP

Senior Companion Program Coordinator Job Description

The Senior Companion Program is one of a team of four community outreach, volunteer driven based programs and one of the seven program areas of Dove, Inc. SCP is a national program of volunteer service exclusively for older Americans 55 years and over, administered through the AmeriCorp Seniors, a federal agency.



GENERAL RESPONSIBILITIES

The SCP Coordinator is responsible for the daily management of the Dove Senior Companion Program. Major responsibilities include volunteer recruitment, development, and training; working with diverse populations, program presentations to a variety of groups, planning program events, interagency coordination, and networking throughout the community.

EXAMPLES OF WORK

- Develop, implement, and evaluate short- and long-term goals to achieve mission.
- Direct and evaluate program and volunteer activities to meet goals.
- Recruit volunteers 55 years and over for companionship/respite/aging in place volunteer positions.
- Supervise all Senior Companions, including initial and on-going trainings.
- Actively search for and develop volunteer stations to meet the needs of the community and national service requirements.
- Network with community groups, religious and faith communities, ethnic/cultural groups, health and human service providers, business, education and neighborhood groups.
- In conjunction with RSVP/SCP Program Director, develop, direct and implement public relations and communications to support program goals.
- Gather and keep accurate data on volunteering and provide needed reports Program Director and Finance Department.
- Maintain a climate that attracts, keeps, and motivates qualified professionals and volunteers.
- Recommend policies and long-term goals to achieve mission to the SCP Advisory Council.
- Attends and participates in all required Dove and Program Specific meetings and events.
- Performs related duties as required.

QUALIFICATIONS

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page 2

Candidates should have experience working with volunteers. Good interpersonal skills, openness and flexibility in working with diverse groups and enthusiasm for working collaboratively on community issues is essential. A knowledge of Decatur community resources is helpful for this position. Applicants must have computer experience in Microsoft Office and basic communication software. There are no minimal educational or experiential requirements. However, the successful candidate should be able to demonstrate, through education, achievements or other experiences, that s/he possesses the above qualifications. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities. A valid driver's license and insurance is required. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The salary range for this position is \$27,000 to \$30,000 annually with raises each July 1st depending on performance and available funds. Fringe benefits include paid holidays, up to 19 paid leave days per year, group health insurance, life and disability insurance, matching retirement fund, and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a full-time professional position and requires a minimum of 40 hours per week. This employment is contingent upon continued funding for this position. The SCP Coordinator reports to the RSVP/SCP Director and consults with Advisory Council, leadership, and AmeriCorps officials. Workspace is provided at Dove's office, 302 South Union and requires visiting client sites and other cooperating agencies. Financial records are computerized and maintained by the Finance Department. SCP Volunteer records are computerized. Days worked may include weekends, evenings and/or holidays. This position is subject to the Fair Labor Standards Act.

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER

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