

GREENE LAMP COMMUNITY ACTION

Job Description

TITLE: Program Specialist III

PROGRAM: AmeriCorps Seniors Senior Companion Program

DEPARTMENT: Senior and Volunteer Services

REPORTS TO: Director of Senior & Volunteer Services and Assistant Director of Senior and Volunteer Services

STATUS: Full Time

BASIC FUNCTION: Assist with the implementation of the AmeriCorps Seniors Senior Companion Program.

DUTIES AND RESPONSIBILITIES:

Planning and Setting Objectives (Essential Job Duties and Responsibilities)

1. Coordinate and monitor project activities including recruitment, in-service training, site visits, and other activities in cooperation with the Program Director and Assistant Program Director.
2. Coordinate AmeriCorps Seniors Volunteers' (Senior Companion) assignments, including assisting volunteer station staff to develop assignment plans; concur with the volunteer station staff's selection of client for assignment to each AmeriCorps Seniors volunteer; ensure maintenance of person-to-person relationships between AmeriCorps Seniors volunteers in SCP and clients to whom they are assigned, and monitor progress toward achieving expected outcomes and impact specified in assignment plans.
3. Enhance the outreach efforts of the Senior Companion Program through active involvement with community organizations.
4. Provide information and support to the AmeriCorps Seniors Volunteers.
5. Assess appropriateness and performance of volunteer stations.
6. Attend required trainings authorized by AmeriCorps Seniors and Greene Lamp.
7. Recruit, select, orient and place volunteers with volunteer stations.
8. Keep Policy Advisory Council members informed and solicit their participation and advice on matters affecting program operations.
9. Work in cooperation with the Program Director and Assistant Program Director to obtain resources and in-kind for the program.
10. Assist with planning, developing, and implementing ongoing public relations opportunities, including social media.

11. Assist with arranging formal and regular recognition of volunteers, and organizations and individuals who have contributed to the support of the Senior Companion Program.
12. Assure volunteer orientation, in conjunction with volunteer workstations and staff.
13. Provide ongoing support to Program Director, Assistant Program Director and volunteers.
14. Appraise volunteer performance according to Greene Lamp policies and procedures, and AmeriCorps Seniors (CNCS).
15. Assure necessary purchases under the direction of the Senior & Volunteer Services Program Director.
16. Exhibit a high level of confidentiality and maintain a professional demeanor.
17. Have the ability to occasionally work beyond normal business hours as deemed necessary.
18. Assist with data collection and running reports via the Volunteer Software Database, and Abila.
19. Assist with obtaining In-kind and non-federal donations.
20. Complete and submit Weekly Task Projection Sheets to the Program Director and Assistant Program Director each Friday via email.
21. Performs other duties and responsibilities as assigned by Assistant Program Director and Program Director.

Telecommuting Planning and Setting Objectives (Essential Job Duties and Responsibilities)

In the event of a natural disaster and/or pandemic, this position may operate on a telecommuting and/or modified work schedule. Please note, all duties listed in the job description will still be required with possible needed revisions/adjustments.

Education, Experience, Knowledge and Skills Qualifications:

- Bachelor's Degree in Community Outreach, Public Relations, Public Health or a related field.
- Training and/or experience in work with those over 55 years of age and volunteers is essential.
- Flexibility, management skills, computer literacy, and personal transportation are requirements.
- Must have excellent written and oral communication skills necessary for written reports and giving oral presentations and trainings.
- Ability to attend after hours and weekend meetings/events is required.
- Local, Regional and Out of State travel is a requirement of this position.
- Ability to work as a positive team member.

- Ability to solve practical problems and deal with a variety of concrete situations.
- Ability to prioritize demands in order to meet requirements and timelines.
- Ability to effectively communicate with community members, community organizations, media, leadership members, regulatory agencies, and governing boards both individually and in group settings.
- Ability to collect, analyze and aggregate data.

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather.
- Must be able to lift 40 pounds at a time.

Travel Requirements:

- Position requires local travel within departmental service area.
- Ability to travel in and out of state to attend Professional Development Trainings.

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical/Health Assessment
- NC DHHS Criminal Records Check
- National Service Criminal History Check in accordance with AmeriCorps (CNCS).
- Valid Driver's License

Other Agency Requirements

1. Establishes and maintains an open and cooperative working relationship with the community, employers, program staff, administrators, volunteer stations and partners, supervisors, and co-workers.
2. Understands and follows the chain of command and lines of authority.
3. Understand and follows the Agency Personnel Policies and Procedures, AmeriCorps Regulations, AmeriCorps Seniors Regulations, and any other required documents.
4. Establishes and maintains a public image that will reflect positively on individuals, the Senior and Volunteer Services Department, the project, and the Agency.
5. Provides continuous follow-up.
6. Successful completion of health examination (annually).
7. Successful completion of TB Skin Test (once every 3 years).

8. Successful completion of the NC DHHS Criminal Records Check (once every 5 years).

WORKS CLOSELY WITH:

- Director of Senior & Volunteer Services
- Assistant Director of Senior and Volunteer Services
- Senior & Volunteer Services Program Assistants and Program Specialists
- Executive Director
- Deputy Director
- Program/Department Directors
- Governing Board
- Advisory Council
- Volunteer Stations
- Greene Lamp staff
- Staff of public agencies, community partners, and community volunteers.

CRITERIA:

SALARY GRADE: Grade VI

ACKNOWLEDGEMENTS:

I have reviewed and discussed job description with the hiring supervisors. I acknowledge that I have read and understand the job requirements, core functions and duties of my position.

***DISCLAIMER:** The job description does not imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible.*

Employee Signature/Date

Supervisor's Signature/Date