



ROCKY MOUNTAIN DEVELOPMENT COUNCIL, INC.

P.O. Box 1717 | 200 South Cruse Avenue | Helena, MT 59624-1717

phone: 406.447.1680 | toll free: 800.356.6544 | fax: 406.447.1629

Position Announcement

Senior Companion Program Coordinator

Rocky Mountain Development Council's Senior Corps Program is seeking applicants for a full time Senior Companion Program Coordinator. The starting salary for this position is \$13.76 – 15.82 per hour DOE, plus RMDC's generous benefit package: health/dental/vision/life insurance, paid holidays, sick and vacation leave and retirement plan.

The Senior Companion Program Coordinator is responsible for executing the day to day duties of the Senior Companion Program, including: Recruiting and maintaining a minimum number of senior stipend volunteers (80). Serving as the liaison with numerous volunteer site/stations; Direct supervision of Senior Companions and their pairing with clients; Review of applications and conducting State/Federal background checks; Updating documents and files; New volunteer training, monthly in-service trainings and preparing a monthly newsletter; Conducting public relations/activities, attending meetings and providing technical assistance as needed.

Minimum Qualifications:

Knowledge: Knowledge of the needs of the aged and services available to them. Knowledge of personnel management policies and procedures. Knowledge of Senior Companion Program operations and services. Knowledge of computer software programs and the Microsoft Office Suite.

Skills: Marketing skills with the ability to work with the media and demonstrated experience in making flyers, posters, graphs, charts and brochures. Good organizational skills and good communication skills, both verbal and written.

Abilities: Ability to interact well with the public, especially aged program participants and those seniors that show interest in becoming a Senior Companion. Ability to interact well with volunteers, volunteer station supervisors and staff. Ability to analyze and solve problems, and be a self-starter. Ability to maintain a minimum number of Senior Companion Volunteer slots (80).

EDUCATION AND EXPERIENCE:

The knowledge, skills and abilities are usually acquired through a combination of a high school education plus advanced course work in Social Work, Sociology, Gerontology, Human Services and/or Marketing. Two years minimum work experience in the Human Service field. Supervisory experience, experience in marketing or recruitment, and experience working with older persons preferred. Other combinations of education and experience which could provide these knowledge, skills and abilities will be evaluated on an individual basis.

Must be able to pass three criminal background checks: FBI fingerprint background check, Sex offender background check, and a MT Department of Justice criminal background check. Must have a valid driver's license, motor vehicle insurance and be insurable on RMDC's motor vehicle insurance policy.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Daytime travel both in Helena and out of town comprises 60% of the work week with occasional overnight travel. Rental vehicles or mileage reimbursement for personal vehicle use are utilized for out of town travel.

Application Process: Applicants must submit a signed and completed Rocky Mountain Development Council application, letter of interest, and resume. Applications are available from Rocky Mountain Development Council, 200 South Cruse Avenue, P. O. Box 1717, Helena, Montana 59624, www.rmhc.net, and the Helena Job Service. Incomplete application materials will not be processed. Complete packages should be submitted to the RMDC Human Resource Office at the above address, no later than 5:00 PM, Wednesday, March 22, 2017. EEO

www.rmhc.net

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RSVP