



Orcas Senior Center

Age Well on Orcas

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Companion Services Coordinator – Job Description

Position:	Companion Services Coordinator
Hours/Week:	20
Wage:	\$20 per hour
Benefits:	40 hours combined paid time off and vacation days; 6 paid holidays per year
Schedule:	partially flexible

This position coordinates oversight and functionality of the Companion Services program of the Orcas Senior Center. The program includes Hearts and Hands, Buddy Check-In, and other companion services. The position is embedded in the senior center with significant volunteer coordination and oversight, as well as collaboration with and referral to other organizations to facilitate support services for seniors.

Duties and Responsibilities

- Recruit, screen, train, and assign volunteers to clients (service recipients).
- Check in with, coordinate, and support volunteers and service recipients; respond to volunteer and client requests, inquiries, and concerns.
- Manage operations of the Companion Services program, including tracking service metrics and reporting on the program.
- Continually evaluate programs to maintain program relevance; offer re-design ideas if needed.
- Refer clients to other service programs as needed.
- Help design and launch additional services, such as home deliveries of essential goods as needed.
- Work with other local organizations to identify and fill gaps in service provision.
- Contribute to grant writing and/or the preparation of grant reports.
- Draft media releases and articles related to the Companion Services program.

Minimum Qualifications

- Three years of experience with volunteer coordination, senior populations, and/or other vulnerable populations. Nonprofit experience preferred.
- Must be well organized, with strong verbal and written communication.
- Must be proficient in Office 365 (especially Word, Excel, Outlook and Teams) and social media.
- Must have at least an Associate's degree or equivalent.
- Ability to work independently and follow through on simultaneous tasks and deadlines.
- Maintain a positive outgoing attitude and professional demeanor in a work culture that revolves around working patiently, efficiently, and effectively with individual behaviors and needs.

Physical Requirements

- Duties of this position are performed in an office environment, in extramural meetings and in clients' homes.
- Ability to lift up to 30 pounds in routine job performance is sometimes necessary.

Application Process

- Please submit cover letter and resume to admin@orcasseniors.org.
- Only serious applicants need apply.