



**POSITION TITLE:** Legacy Corps for Veterans & Military Families Program Coordinator

**REPORTS TO:** Senior Companion Program Director

**STATUS:** Part Time-Non-Exempt

**Our Core Values**

- Compassion
- Recognizing the value of older adults
- Integrity
- Quality Service

**RESPONSIBILITIES:**

- Recruiting, screening, training, and placing members; maintaining records and preparing reports; and conducting in-home visits to help monitor placements
- Extensive volunteer supervision and coordination
- Maintain volunteer files
- Assist Program Director with development of partner agencies
- Performs other duties as assigned by SCP Director or Chief Operations Officer

**QUALIFICATIONS:**

- Candidates should have equivalent experience in social services and/or veterans services and volunteer management, preferably in the field of aging
- Strong interpersonal, presentation and communication skills needed
- Strong proficiency in Microsoft Office suite and laptop usage
- Licensed driver with reliable transportation & good driving record

To apply, please email a cover letter and resume to Melanie Calhoun at [MCalhoun@theseniorsource.org](mailto:MCalhoun@theseniorsource.org)