

# Senior Service Corp Program Director

**REPORTS TO:** Director of Community Services

## **BASIC FUNCTION AND SCOPE OF THE JOB**

The Senior Service Corps (SSC) Program Director oversees the activities of three service corps within the unit; Senior Environment Corps (SEC), Adults Benefiting Children, and Friends & Neighbors. Responsible for the development & implementation of the goals and objectives of the program, supervision of staff, enhancing existing programs, and planning of future growth of SSC.

## **WORK PERFORMED AND JUDGMENT REQUIRED**

- Plan, organize, and implement the recruitment, enrollment, training & placement of volunteers.
- Supervise the SSC's staff which includes the positions of RSVP Coordinator, Three R's Coordinator, and the Senior Environment Program Fieldwork Coordinators.
- Supervise the Martha's Vineyard/Nantucket volunteers engaged in SEC projects.
- Oversee the SSC Advisory Council's quarterly meetings.
- Develop new stations and volunteer opportunities according to community needs.
- Conduct evaluations of the impact of volunteer services at their assigned stations.
- Oversee the review of stations Memorandum of Understanding (MOUs) & service agreements.
- Ensures that the SSC adheres to the policies and procedures required by the Corporation for National Service and other relevant funding sources.
- Prepare all required budgetary and programmatic reports for the Corporation of National Services and other funding sources, and submit in timely manner.
- Seek grant opportunities for future program initiatives.
- Provide ongoing outreach and education to the community regarding volunteer opportunities and Senior Service Corps activities.
- Develop and oversee volunteer recognition events and activities.
- Act as a resource to the community in promoting the activities of older volunteers.
- Attend all required trainings, conferences, and meetings both on the local and national level.
- Represent the Agency on internal & external boards, taskforces, & committees as appropriate.

## **PRIMARY REQUIREMENTS**

- Bachelor's Degree required.
- Experience in volunteer management required. Minimum of three years.
- Supervisory experience required. Minimum of two years
- Proven track record in program development and implementation.
- Strong leadership and teambuilding skills.
- Experience working with older adults.
- Excellent written and oral communication and computer skills.
- Excellent time management skills.
- MA driver's license and reliable transportation required
- RSVP/Senior Corps staff will have recurring access therefore the three part National Service Criminal History Check is a pre-condition for selection.

**CONTACTS:** Works with non-profit agencies and community organizations to identify opportunities for SSC volunteers. Frequent contact with current volunteers & potential volunteers. Regular contact with service partners, representatives of Corporation for National Service, other funding sources, and other Agency staff. Occasional contact with media outlets and other organizations for promotion of program.

**TRAVEL:** Regular travel to sites on Cape, Islands by car, air or ferry. Statewide and national travel for required trainings and meetings.