

[This is only a sample. Projects are encouraged to customize as appropriate]

Project Director Job Description Senior Companion Project

I. Job Summary

The SCP project director is the [name of sponsor organization]'s designated staff member to manage the SCP project. The project director directs and oversees the SCP project grant including strategic planning, program development, fiscal management, stipend management, promotional activities, staff supervision, volunteer recruitment and management and coordination with agency and community resources.

II. Job Results

- A. Develop/maintain cooperative working relationships with community organizations to gain support and promote linkages with other agencies.
- B. Plan and implement promotional activities to market program services and increase community awareness.
- C. Prepare program reports as required by funding sources to evaluate progress, identify problems, and maintain regular communication with funders.
- D. Prepare and conduct presentations in a variety of external settings.
- E. Negotiate, review, and update Memoranda of Understanding with volunteer stations to establish guidelines for volunteer placements.
- F. Prepare annual program budget; monitor revenues and expenditures to maintain fiscal control.
- G. Provide primary staff support and technical assistance to the SCP Community Advisory Council so that the Council can effectively carry out its responsibilities with respect to promoting the program, fund raising, evaluation, and volunteer support activities.
- H. Select, train, supervise, and evaluate program staff to ensure effective program operations.
- I. Represent the program in the community through presentations, affiliations, participation in meetings and conferences to increase viability of the program, expand base of knowledge, and recruit volunteers.
- J. Establish long range goals and objectives for program to create vision and provide leadership.

- K. Request checks for payment of volunteer stipends, volunteer travel, and meal reimbursements, and other budgeted program expenditures in accordance with grant requirements.
- L. Recruit, screen, place, and ensure training and supervision of Senior Companions to ensure successful and productive volunteer assignments.
- M. Develop new volunteer stations in response to community needs.
- N. Maintain accurate records to comply with Corporation requirements.
- O. Participate on agency-wide committee promoting cooperation between components in meeting the mission of the agency

III. Job Qualifications

- A. Minimum: B.A./B.S. in Social Work, Human Services, Gerontology, or related field. Seven years of experience in human services or related field, of which at least two years were in a supervisory capacity; knowledge of grant/contract administration; strong oral and written communication skills; volunteer management experience; knowledge of community resources.
- B. Desirable: Master's degree in Human Services Administration, Gerontology or related field. Ten years of progressively responsible positions in human services or related area, involving staff supervision, program planning, and marketing.

IV. Job Dimensions

- A. Responsible for management of operating budget
- B. Number/type of jobs supervised: Supervises # staff positions:
 - # Home-based Coordinator
 - # Field Operations Coordinators
 - # Administrative Assistant
 - # Office Volunteer
 - # Senior Companions at # different locations throughout _____ and _____ Counties
- C. Level of Access to Confidential Information: Complete access to Senior Companion records (income, medical, performance evaluation), client files, staff personnel files, agency-wide budgeting and salary reviews.