



JOB ANNOUNCEMENT

Senior Companion Program Manager Full-Time Position (40 Hours per week)

Primary Responsibilities:

- Reviews program procedures to ensure that they are done efficiently, ethically, and in a cost-effective manner.
- Participates in the interviewing and hiring of agency programmatic personnel.
- Oversee the collection, organization, tracking, and reporting pertinent to grants and the VCI organization.
- Responsible for program staff training programs.
- Responsible for developing programmatic recommendations.
- Participate in the public relations activities.
- Participate in the programmatic long-range planning of goals and objectives.
- Audit volunteer and station files and ensure they are complete and up to date at all times.
- Review and sign off on all volunteer time sheets.
- Oversee that the recruiting and placement process of volunteers.
- Develops new partnerships within the guidelines of the Senior Companion Program and VCI's mission and vision.

Qualifications:

- Excellent oral and written communication skills
- Highly organized
- Strong time management, and the ability to set goals and meet deadlines
- Must be able to maintain strict confidentiality
- Highly Self-motivated
- Computer knowledge to include Microsoft Office, social media, and databases
- Creativity and problem solving
- Ability to present and represent the organization at meetings and in the community, and to train volunteers and partners
- College degree required
- Prefer two years of experience

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EQUAL OPPORTUNITY EMPLOYER**

Fax or email resume to:

Hue Jacobs

Fax: 407-298-2725

[hjacob@vcifl.org](mailto:hjacobs@vcifl.org)

No calls please