

Volunteer & Program Coordinator (Senior Companion Program)

Location: Montrose, Colorado

Organization: Region 10 League for Economic Assistance and Planning

Schedule: 32-40 hours per week

Salary: \$24.00-\$27.00 per hour, depending on qualifications and experience

Make a Difference in Your Community

Region 10 is seeking an energetic, organized, and community-minded professional to serve as the **Volunteer & Program Coordinator for the AmeriCorps Senior Companion Program**. This position plays a vital role in connecting older adult volunteers with individuals who need companionship and support, helping improve quality of life throughout southwest Colorado.

The Coordinator is responsible for administering and growing the Senior Companion Program, including volunteer recruitment and support, community partnership development, client service coordination, outreach efforts, reporting, and regulatory compliance.

Key Responsibilities

Program Management & Compliance

- Coordinate daily program operations in accordance with AmeriCorps Seniors regulations and grant requirements.
- Maintain accurate volunteer, client, and program records.
- Prepare reports and support grant applications, audits, evaluations, and compliance activities.
- Assist with budget monitoring and grant-related fiscal requirements.

Volunteer Recruitment & Support

- Recruit, screen, enroll, and retain Senior Companion volunteers.
- Coordinate background checks and eligibility verification.
- Facilitate volunteer orientation and ongoing training.
- Provide guidance, support, and conflict resolution assistance.
- Develop volunteer recognition activities that promote engagement and retention.

Community Engagement & Partnerships

- Build relationships with community organizations, referral partners, and volunteer stations.
- Identify new service opportunities and volunteer placements.
- Conduct outreach presentations and community engagement activities to increase program awareness and participation.

Client Services

- Match volunteers with eligible clients.
- Monitor service quality and participant safety.

- Track outcomes and document program impact.

Outreach & Public Awareness

- Represent the program at community events, health fairs, and public meetings.
- Develop promotional materials, success stories, and impact reports.
- Utilize social media, newsletters, and community partnerships to expand awareness of the program.

Qualifications

Successful candidates will possess:

- Bachelor's degree in social work, nonprofit management, public administration, business administration, or a related field preferred; equivalent experience may be substituted.
- Experience in volunteer management, community outreach, human services, or program coordination.
- Strong interpersonal, organizational, and public speaking skills.
- Ability to build productive community partnerships and work independently.
- Proficiency with Microsoft Office and database systems.
- Valid driver's license and ability to travel throughout the service area.
- Bilingual skills are a plus.

Benefits

Region 10 offers a competitive benefits package, including:

- 15 days of paid vacation annually (prorated based on FTE)
- 11 paid holidays
- Paid sick leave
- 100% employer-paid health, dental, and vision insurance for employees working 32+ hours per week
- Retirement plan with up to a 5% employer match for employees working 24+ hours per week

Benefits are provided in accordance with Region 10 personnel policies.

About Region 10

Region 10 League for Economic Assistance and Planning is a quasi-governmental nonprofit organization serving Delta, Gunnison, Hinsdale, Montrose, Ouray, and San Miguel counties. Through collaborative programs and community partnerships, Region 10 works to strengthen communities and improve quality of life throughout southwest Colorado.

Apply Today

Submit a resume, cover letter, and three professional references to **applications@region10.net**. Please include "**AAA Program Coordinator**" in the subject line.

Region 10 is an Equal Opportunity Employer.