



AmeriCorps Seniors – Senior Companion Program

Denver-Metro Program Manager

Reports To: Empowering Aging Director

Job Status: Full Time – 40 hours per week, hybrid virtual, in-office, and in-person settings.

Salary: Starting at \$50,000 annually plus benefits

Who We Are: At Spark the Change Colorado, our mission is to spark change and inspire a movement of good through the power of service, volunteerism, and civic engagement. We operate a variety of volunteer-driven programs and provide training and education opportunities for Colorado nonprofits. We are connectors and collaborators working to build stronger, more resilient, diverse, equitable, and connected Colorado communities. If your passions align with our values of Community, Collaboration, and Courage, consider joining our quickly growing team!

Welcome Statement: Spark is committed to diversity, equity, inclusion and access. We believe a diverse staff contributes to the creativity and strength of our organization and our communities. Spark seeks to create an inclusive, equitable and welcoming work environment for all individuals.

Spark Culture: We are an innovative, hard-working and supportive team. We are always moving forward, adapting and responding to community needs and the whole staff supports each other as we grow together. We currently have a hybrid work situation, some of us working fully remote, some of us in the office, and some out in the community. Our staff are located across Colorado, and our central office is in the Parkhill community. We work to create opportunities to meet staff where they are and support our whole team. Work-life balance is not just important, it is essential.

Position Summary: Spark the Change Colorado's Senior Companion Program (SCP) goal is to provide a high-quality volunteer experience that enriches the lives of the older Coloradans serving and those they serve. Senior Companions provide supportive, individualized services to other older adults that improve their quality of life and maintains their dignity and independence. This position is responsible for overseeing the Senior Companion Program in the Denver-Metro area that includes these five counties: Adams, Arapahoe, Denver, Douglas and Jefferson.

Job Responsibilities:

- Recruit, select, orient, and assign new volunteers to volunteer stations and/or clients according to the specifications of AmeriCorps Seniors Operation Manual and to meet contracted goals.
- Engage with community partners for the purpose of volunteer and volunteer station recruitment especially partnering with BIPOC, LGBTQ, people with disabilities, and veteran communities.
- Plan and present volunteer orientation and training programs for volunteers.



- Oversee a Senior Companion Advisory Council.
- Maintain fiscal, program, and volunteer records and reports.
- Assist with fundraising opportunities, including grant writing support and fundraising events.
- Represent the program at public education forums, health care fairs, volunteer recruitment events, community events, and other potential places and spaces, like virtual events, to promote the program.
- Celebrate volunteer achievements through recognition and appreciation events.

Qualifications and Desired Qualifications:

- Passes required Background History Checks
- National and State Community Service, such as AmeriCorps Senior, AmeriCorps, AmeriCorps VISTA, Serve Colorado Experience
- Volunteer Management Experience
- Enjoy working with older adults and is aware of older adult issues and concerns
- Community outreach experience and a desire to conduct in-person meetings and community events.
- Competency with Microsoft Office 365, Google Suite, Zoom and Teams.
- Demonstrated commitment to diversity, equity and inclusion and willingness to embrace Spark's core values and mission.
- Demonstrated ability to build and sustain strong, productive relationships with diverse individuals and partner organizations.
- Exceptional oral and written communications; friendly, helpful, professional.
- Flexibility, resourcefulness, positive attitude, strong work ethic.
- Strong emotional intelligence, high integrity, sound judgment and ability to maintain confidentiality.

Benefits:

- Generous benefits package
- Opportunities to innovate and be a thought partner with a creative team of professionals who are passionate about health equity
- Flexible hybrid schedule
- Ample continuing education opportunities through Spark's Workforce Development Program

Spark the Change Colorado is an Equal Opportunity Employer and a Drug-Free Workplace that provides reasonable accommodations upon request.

To apply, please send cover letter, resume, and two references to Laura Kinder at lkinder@sparkthechangecolorado.org. This is a rolling application that will be open until filled.