

B/S/S/T Area Agency on Aging, Inc. has an opening for a Senior Companion Program (SCP) Director.

The Senior Companion program focuses on providing assistance and friendship to older adults who have difficulty with daily living tasks, such as shopping. Through this program, senior volunteers keep seniors independent longer.

Responsibilities of the SCP Director include development, implementation, administrative management and operation of the Senior Companion Program throughout B/S/S/T Area Agency on Aging's four county region (Bradford, Sullivan, Susquehanna and Tioga Counties). The SCP Director supervises the SCP Coordinator and is actively involved with community organizations, recruitment/placement of volunteer senior companions and recruitment of volunteer stations. The SCP Director ensures the program meets program and fiscal compliance standards.

Applicant must have excellent written and verbal communication skills, establish/maintain cooperative working relationships with community organizations/agencies and have good computers skills/knowledge.

Travel is required throughout the Agency's service area with mileage reimbursement. **Must** have a reliable vehicle for work related travel, vehicle insurance and possess a valid driver's license.

This is a full time position (40 hrs. a week; Monday-Friday 8am-4:30pm) with benefits including health insurance, paid time off (vacation, sick, holiday, personal), and 401(k).

Selected applicant **must** pass a state police criminal clearance, child abuse clearance, national sex offender check and FBI clearance. These clearances will be obtained with assistance from the Area Agency on Aging, and free of charge to the selected individual.

Minimum Experience and Training Requirements:

Must have a Bachelor's degree and two (2) years of work experience in varied office management or human services. Must have good written and oral communications skills necessary for preparing grants, written reports and giving oral presentations and training. Travel is a requirement of this position.

Interested persons should submit a resume to Bridget Worthington at bworthington@bsstaaa.org or by mail to Area Agency on Aging, 220 Main Street, Unit 2, and Towanda, PA 18848 by **4:30pm on June 4, 2021**.
An Equal Opportunity Employer.