Job Title: Elderly Services Coordinator
Reports To: Executive Director
40hrs/week
Position Type: Full-time (40 hours/week) | Non-Exempt
Salary Range: $19.23 - $24.04/hr., commensurate with experience

General Description
The **Elderly Services Coordinator** plays a key role in advancing **Little Brothers – Friends of the Elderly's** mission to alleviate isolation and loneliness among older adults. This position oversees the engagement, coordination, and well-being of our Elderly Friends through consistent communication, program participation, and compassionate support. The Coordinator recruits and assesses new participants, facilitates volunteer-elder matches, and ensures each Elderly Friend remains connected to meaningful social opportunities and resources.

Working closely with the Volunteer Coordinator and other staff, this role supports the planning and execution of social, recreational, and holiday programs. The Elderly Services Coordinator serves as the primary point of contact for elders and families, ensures accurate recordkeeping in the CRM system, and collaborates across departments to promote a positive and inclusive community experience.

Why Work Here
Join a passionate team dedicated to ending isolation among older adults. At LBFE, you'll collaborate with volunteers, staff, and the community to create meaningful connections while developing your skills in nonprofit program coordination and elder services.

Specific Duties

Elder Engagement & Support

- Recruit, assess, and onboard incoming Elderly Friends
- Establish and maintain consistent communication with Elderly Friends
- Provide wellness checks and visits as needed
- Respond to specific needs and provide resources to Elderly Friends
- Provide elder information for programs and deliveries
- Participate in two of three major holidays (Thanksgiving, Christmas, Easter) as coordinated
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Volunteer & Program Coordination

- Serve as the point of contact for the Elderly Services Program
- Coordinate Visiting Volunteer/telephone reassurance matches with Volunteer Coordinator

- Oversee Elderly Friends' participation in programs in collaboration with Volunteer Coordinator, including:
    - Monthly Card Club, Art Group, and Movie Night
    - Birthday program
    - Seasonal outings
    - Parties/Holiday events& deliveries
    - On-call/emergency support
- Supervise interns assigned to the Elderly Services Program
- Collaborate with staff to identify and create volunteer positions and opportunities
- Promote programs and all new initiatives

Administration & Reporting

- Maintain up-to-date CRM database and track elder participation
- Prepare and submit required reports in a timely manner
- Attend department meetings and relevant training sessions
- Work independently and manage day-to-day responsibilities effectively
- Communicate openly with the Executive Director and staff regarding program needs
- Abide by all LBFE policies and procedures
- Other duties as assigned

Requirements

- Valid driver's license with satisfactory driving record and proof of current vehicle insurance
- Dependable transportation
- Awareness of the unique needs of older adults and trends in aging services
- Strong organizational skills, work ethic, and ability to handle multiple tasks
- Ability to read, write, and understand English
- Ability to make independent decisions as needed
- Ability to work flexible hours, including weekends/evenings
- Proficient in Microsoft Office; able to multitask with frequent interruptions
- Commitment to understanding and communicating effectively across cultural backgrounds

Education & Experience

- Associate's degree preferred; High School diploma or GED required
- Minimum of two (2) years of nonprofit experience
- Experience working with older adults
- Case management experience preferred

To apply email resumes to jwillingham.cin@littlebrothers.org