



**Staying Put, Inc.**

*Caring – Connecting – Contributing*

Helping seniors and adults with disabilities since 2015!

**Job Title:** Program Coordinator–Client and Volunteer Services

**Status:** Part-time, exempt

**Schedule:** In person, 16 to 24 hours per week: Monday-Friday; occasional evening or weekend events.

**Wage:** \$15 - \$18/hour, depending on experience

**Benefits:** prorated vacation, holidayss and sick leave time

**Position Overview:**

The **Program Coordinator** plays a key role in supporting our mission to help seniors and adults with disabilities maintain their independence through volunteer-based support. This position is responsible for the coordination of both **volunteers** and **clients**, ensuring high-quality service delivery and a strong community presence.

With a network of over 100 active volunteers engaged in diverse roles—ranging from meal delivery and friendly visits to transportation and event hosting—the Program Coordinator will provide oversight, leadership, and ongoing development for the volunteer program. Additionally, this role involves working directly with clients, managing service requests, and conducting in-home intakes to ensure needs are met efficiently and compassionately. The Program Coordinator will serve as the primary decision-maker and point of contact for all program-related activities.

**Key Responsibilities:**

- Experience working with people in a client-focused position: provides welcoming, responsive service to clients and volunteers in the office and over the phone.
- Create and maintain an outreach plan to recruit volunteers and clients, working through community organizations, churches and businesses, and online volunteer recruitment platforms among other methods of recruitment.
- Develop strategies to connect with other organizations to coordinate events and recruitment opportunities.
- Train new volunteers on Staying Put procedures and best practices for serving senior and disabled populations.
- Keep new and existing volunteers informed about opportunities within the organization.
- Assist with the maintenance of our activity database software: Assisted Rides
- Ability to motivate self, complete tasks in a timely manner, manage multiple priorities in a busy environment and produce work that is consistent in quality.

- Ability to inspire and motivate others, and foster growth and development.
- Ability to respond to multiple demands in a courteous and effective manner.
- Work effectively with a variety of people and personalities.
- Technically proficient with a range of PC programs such as Word, Excel, Google Workspace, SignUp Genius, PowerPoint and Social Media platforms like Facebook.
- This position will collaborate with other staff and act as a back up as needed – including greeting guests, hosting office events for clients, processing thank you letters etc.
- This position requires a valid Wisconsin driver's license and access to an insured vehicle.

### **Preferred Experience and Skills:**

- Three years or more experience working with volunteers and knowledge about volunteer engagement and management or in membership coordination or services.
- Direct experience working with elderly populations or persons with disabilities.
- Experience in client management, community outreach, or social services.
- Passion for supporting community health and building community connections.
- Excellent written and verbal communication skills with the ability to communicate effectively with empathy, compassion and understanding.
- Creative problem solver that can see the big picture.

### **How to apply:**

If you are interested in applying for this position, please submit a resume and cover letter to [schristopher@stayingputinc.org](mailto:schristopher@stayingputinc.org) with the subject line: "Program Coordinator position." Or mail to Staying Put Inc PO Box 193 Spring Valley, WI 54767

### **Who we are:**

We began as Spring Valley Seniors Staying Put (SVSSP) in 2014 when founder Margy Balwierz saw an evening news story about a volunteer group that helped seniors to age in place. She recognized this as a great way to support her own community and gathered a handful of local people who were interested in helping seniors and adults with disabilities in the community. This core group became our first board and together they began the important work of envisioning how Staying Put would best exemplify the rural tradition of "neighbors helping neighbors." We now serve the Spring Valley and Elmwood school district areas with two villages and their surrounding townships between the Red Cedar and St. Croix River Valleys. Staying Put is celebrating 10 years of community work this year!

To learn more, visit our website: <https://stayingputinc.org/>