



3635 Quakerbridge Road, Suite 16, Hamilton, New Jersey 08619  
Phone: 609.393.9922 ~ Fax: 609.586.1919

## **Program Coordinator (Part-Time)**

Location: Hamilton, NJ  
Hours: 16–20 hours per week  
Reports to: Executive Director

### **About Interfaith Caregivers of Greater Mercer County**

We are dedicated to promoting independence, dignity, and wellness for homebound elderly and low-income adults with disabilities. Through our Neighbors Helping Neighbors volunteer caregiving program, we partner with volunteers to support successful aging at home.

### **Position Summary**

The Program Coordinator plays a vital role in coordinating volunteer caregiving services and connecting clients to community resources. This position ensures compassionate support for homebound seniors and adults with disabilities while fostering strong relationships with volunteers and community partners.

### **Key Responsibilities**

#### **Client Services**

- Receive and process referrals for volunteer support services.
- Conduct needs assessments and recommend referrals to other agencies and services.
- Maintain accurate records and complete required documentation, including data entry, progress notes, and activity reports.

#### **Volunteer Coordination**

- Recruit, train, and supervise volunteers and Group Leaders.
- Match care receivers with appropriate volunteers and provide ongoing support.
- Coordinate initial visits, review visit notes, and recommend changes or termination of services as needed.

#### **Community Engagement & Training**

- Network with local providers and maintain updated resource lists for care receivers.
- Plan and implement in-service training sessions and workshops for volunteers and community partners.
- Represent the agency at community events and outreach activities, including occasional evenings/weekends.

*MISSION: Promote the independence, dignity and wellness of homebound elderly and people with disabilities by matching them with supportive and caring volunteers who assist with the tasks of everyday life.*

**[www.ICGMC.org](http://www.ICGMC.org)**



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## Qualifications

- Associate's degree in medical or social service field or significant related experience.
- Minimum 2 years' experience working with older adults or individuals with disabilities, especially in direct care or care coordination.
- Strong organizational and written communication skills.
- Strong verbal and active listening skills.
- Basic computer proficiency (Microsoft Office and database entry).
- Valid driver's license and reliable transportation.

## Preferred Qualifications

- Bilingual (Spanish/English) strongly preferred.
- Resident of Greater Mercer County strongly preferred.
- Clinical background or training in medical or social services very helpful.
- Experience recruiting and managing volunteers.
- Experience working with diverse populations and interfaith communities.
- Comfortable giving presentations to groups in various settings.

## Compensation

\$21.50 per hour.

## Why Join Us?

- Make a meaningful impact by helping older adults and individuals with disabilities live independently and with dignity.
- Work in a supportive, mission-driven environment that values compassion and community.
- Enjoy flexible part-time hours and opportunities to engage with diverse faith-based and civic organizations.

## How to Apply

Submit a letter of interest and resume to [execdirector@icgmc.org](mailto:execdirector@icgmc.org).

## Equal Opportunity Employer

Interfaith Caregivers of Greater Mercer County is an Equal Opportunity Employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and volunteers.

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