

JOB DESCRIPTION

**JOB TITLE: FOSTER GRANDPARENT VOLUNTEER FIELD COORDINATOR
FAMILY SERVICES of MONTGOMERY COUNTY, EAGLEVILLE, PA**

PROGRAM DESCRIPTION: The Foster Grandparent Program is a volunteer program for low-income seniors who volunteer for a minimum of 15 hours per week in day care settings, Head Start Programs, Elementary Schools, and alternative schools throughout Montgomery County

GENERAL DESCRIPTION: Under the direction of the Foster Grandparent Program Director, the Field Coordinator is responsible for the program coordination and administrative duties of the program.

RESPONSIBILITIES:

Under the direction of the Program Director:

- a. Plans, organizes, and implements recruitment, selection, orientation and placement of federally funded Foster Grandparent volunteers.
- b. Monitors Foster Grandparent volunteers through phone calls and site visits.
- c. Ensures accurate and timely submission of paperwork including bimonthly payroll.
- d. Assists with monthly inservice trainings and new volunteer orientations
- e. Assists with the coordination of transportation of volunteers to their volunteer stations
- f. Assists with the annual recognition event and other special events.
- g. Develops and maintains personnel, program and volunteer records.
- h. Other duties as assigned.

QUALIFICATIONS:

- a. A Bachelors Degree in Social Work or related field and/or experience is recommended.
- b. Experience working with older adults and/or volunteers is preferred
- c. Strong oral, written and interpersonal skills.
- d. Ability to analyze and solve problems
- e. Must be personable, organized, eager and able to “sell” the FGP program to various audiences
- f. Must have reliable vehicle and be willing to travel throughout Montgomery County and surrounding areas
- g. Ability to work with diverse constituency
- h. Well organized and detail oriented
- i. Ability to manage files, records and reports
- j. Ability to manage multiple tasks and meet deadlines
- k. Ability to manage a heavy paperwork work load and frequent “out of the office” time.
- l. High proficiency in Microsoft Excel, Word and Outlook

To apply, please send your letter of inquiry, resume and salary requirements to Tricia Reedy Jones at treedyjones@fsmontco.org.