

PROJECT COORDINATOR/LARAMIE OFFICE

JOB DESCRIPTION

POSITION SUMMARY: Under the supervision of the FGWR Program Director, the Laramie Foster Grandparent Project Coordinator is responsible for: recruitment and retention of volunteers; processing timesheets and mileage; scheduling and holding orientation; planning and executing in-service training, special service projects (2x/y) and recognition events; Secretarial duties at quarterly Advisory Council meetings; and monitoring workstation placements.

MINIMUM QUALIFICATIONS: Strongly documented educational and/or practical experience in community organizing, health, human and social services or related field with a strong emphasis on a combination of frontline work experience; strong oral and written communication skills; volunteer recruitment, training and management experience; knowledge of community resources with the ability to foster and maintain collaborations.

DESIREABLE: A strong commitment to equity-based community strengthening, educational opportunities and program management; experience with or an eagerness to learn about advancing programmatic diversity and cultural literacy; commitment to constituent leadership in ongoing program implementation and development.

JOB DUTIES: Responsible for collaboration in the daily operation of the program office, including clerical support for the off-site Coordinator. Maintains records associated with recruiting and maintaining volunteers. Conducts monthly volunteer training and provides volunteer orientation. Maintains relationships with Volunteer Stations and the Foster Grandparents.

I. COMMUNICATION WITH VOLUNTEERS

- Interacts with Grandparents in a professional, open, respectful manner honoring their needs, desires, and boundaries.
- Maintains regular communication with the Foster Grandparents at each volunteer station.
- Demonstrates quality service to all volunteers, i.e. helpful, flexible, completes commitments.
- Arranges for volunteer transportation and physicals as needed.

- Informs volunteers of changes in policies through newsletter.
- Acknowledges volunteer birthdays and major life events.

II. RECRUITMENT AND PUBLIC RELATIONS

- Makes contacts with potential Foster Grandparent Volunteers every month as verified by monthly report.
- Presents program to individuals and civic organization within the community, i.e. agency directors, mobile home park managers, civic clubs, low-income housing managers, ministers on a regular basis to be verified by monthly report.
- Advertises for volunteers using appropriate media: senior center newsletters, radio PSA, television, Social Media, door-to-door, flyers, brochures, etc. on an on-going basis.
- Develops and maintains cooperative working relations with a variety of community organizations and agencies: volunteer stations, senior centers, civic organizations.
- Recognizes speakers, donors, etc. through written and/or media (Thank you cards, etc.)

III. ADMINISTRATIVE DUTIES

- Processes all volunteer applications in a timely manner: checks income eligibility, age requirement, contacts references, and follows strict adherence background check procedures.
- Conducts the interview process of all potential Grandparents in service area.
- Ensures the volunteer evaluation process is completed.
- Processes volunteer time sheets when Project Director is gone. Act as Point 2 verification of volunteer timesheet calculations.
- Apprizes Project Director of conflicts between sites and Grandparents as part of the regular site visits.
- Maintains and updates the volunteer database on an on-going basis and maintains all Foster Grandparent files with current information.

- Places volunteers in appropriate placements/sites.
- Provides site orientation for Foster Grandparents in conjunction with volunteer station staff.
- Reviews annual income levels and physicals for active Grandparents.
- Is available for travel to outlying service area once/year and for National Service Convening when appropriate.
- Organizes recognition and National Service events: 9/11 and MLK, April/May – volunteer/Senior Corps month, December – holidays, and others as needed.
- Is available for major fundraising events including Feeding Laramie Valley’s Higher Ground Fair (usually the 2nd to last weekend in September)
- Keeps informed of seniors, youth and children’s issues.
- Records and files minutes of the Advisory Council meetings.
- Ensures the annual program evaluation is completed by the Advisory Council.
- Plans, implements, and records pre-service and in-service training sessions as required by the grant.
- Visits volunteer stations on a regular basis; does volunteer-specific site visits at least once per semester.
- Participates in project conference calls when planned.
- Other duties as required/requested.
- Attends ACS training programs and other appropriate meeting and conferences as required by ACS and the sponsor

IV. PROFESSIONALISM

- Acts as an advocate for Foster Grandparents in discussions with volunteer station staff.
- Maintains professionalism when addressing agency concerns.

- Maintains an appropriate appearance, i.e. casual business dress.
- Maintains confidentiality as defined by the agency.
- Accepts feedback in an open and responsible manner.
- Follows procedures defined in *section on program staff in FGP Operations Handbook* manual as well as AmeriCorps Seniors' regulations. (www.nationalservice.gov)
- Demonstrates initiative in making contacts and in communicating with Foster Grandparents and volunteers sites.
- Acts in a professional manner at all times.
- Uses time productively as demonstrated by monthly reports.

Problem Solving: Problem solving exists in this position relative to record keeping, recruiting and retention, and monitoring work stations and volunteers.

Decision Making: Decision making skills are required for determination of appropriate placements for volunteers, establishing volunteer work stations and monitoring volunteer placements.

Accountability: Coordinator is responsible for maintaining appropriate program records and assisting in preparing reports, management of records showing volunteer hours, mileage, adhering to Criminal History check procedures.

Personal Relationships: Continual contact with state-wide agencies, volunteer organizations, service agencies and the general public. Commitment to fostering fellowship with and between volunteers.

I have read the expectations/job description.

Signature

Date

Return to:
 Foster Grandparents of the Wyoming Rockies
 PO Box 536
 Laramie, WY 82072