

**Jewish Council for the Aging of Greater Washington
AmeriCorps Seniors Foster Grandparent Program
Program Manager Job Description**

JOB TITLE: AmeriCorps Seniors Foster Grandparent Program (FGP) Manager

REPORTS TO: Jewish Council for the Aging of Greater Washington, (JCA) Senior Director, Interages

STATUS: ¾ Time

POSITION DESCRIPTION:

Under the general direction of the Senior Director of JCA Interages and AmeriCorps Seniors program policy guidelines, the AmeriCorps Seniors Foster Grandparent (FGP) Program Manager has responsibility for the development and operation of the AmeriCorps Seniors FGP; in coordination with the JCA Interages and AmeriCorps Seniors Program Advisory Committee.

Program Manager's role:

The AmeriCorps Seniors (FGP) Manager is responsible for the daily management of the AmeriCorps Seniors FGP. The Program Manager is actively involved with community organizations, volunteers, and volunteer stations and may participate in activities to coordinate program resources with those of related local agencies, boards, or organizations. The Program Manager will abide by JCA's established procedures for internal review and its standard policies and procedures.

RESPONSIBILITIES:

Under direction of the JCA Interages Senior Director, the duties include, but are not limited to:

- a) Plan and develop all phases of AmeriCorps Seniors FGP operations
- b) Ensure National Service Criminal History Checks are completed for all covered staff and volunteers in accordance with AmeriCorps Seniors requirements and agency policy
- c) Assist with training, and supervising staff to efficiently carry out, maintain and develop operations of the AmeriCorps Seniors FGP
- d) Adhere to and administer personnel policies and procedures for staff consistent with those of JCA
- e) Provide support, information, and materials for coordinators and appraise staff performance according to JCA personnel policies and procedures
- f) Recruit, select, orient, and place volunteers with volunteer stations
- g) Assist in the development and maintenance of appropriate fiscal, personnel, program and volunteer records and reports
- h) Enhance the total efforts of AmeriCorps Seniors FGP through active involvement with community organizations, and other national service programs, where appropriate
- i) Implement performance measures outlined in the program application and other AmeriCorps Seniors FGP grant requirements
- j) Keep AmeriCorps Seniors Advisory Council members informed and solicit their participation and advice on matters affecting program operations

- k) Work in cooperation with JCA staff, Advisory Council members, and volunteer station staff to obtain resources for programs
- l) With the assistance of JCA Interages volunteer manager, plan, develop, and implement ongoing public relations opportunities, including social media, in cooperation with JCA
- m) In coordination with JCA Interages arrange for formal and regular recognition of volunteers, organizations, and individuals who have contributed to the support of AmeriCorps Seniors FGP
- n) Assure volunteer orientation, in conjunction with volunteer work stations and staff
- o) In conjunction with AmeriCorps Seniors FGP staff, develop and maintain close coordination and relationships with volunteer stations, including development of volunteer assignment plans
- p) Provide ongoing support to volunteers
- q) In conjunction with AmeriCorps Seniors FGP staff, appraise volunteer performance
- r) Assess appropriateness and/or performance of volunteer stations
- s) Attend training conferences conducted or authorized by the AmeriCorps Seniors

JOB QUALIFICATIONS:

Bachelor's Degree, training and/or experience in work with those over 55 years of age and volunteers is essential. Flexibility, management skills, computer literacy, and personal transportation are requirements. Experience managing federal grants is preferred. Must have excellent written and oral communication skills necessary for preparing grants, written reports, and giving oral presentations and trainings. Ability to attend after hours and weekend meetings/events is required. Regional travel is a requirement of this position.

If interested, please respond to kdennis@accessjca.org, subject: FGP Manager