



Strengthening Community, One Person, One Family at a Time

JOB ANNOUNCEMENT

Title: Foster Grandparent Program Specialist

Supervisor: Director of Aging Services

Work Hours: 37.5 hours/week
(M-F 8:30am – 5:00pm)

FLSA: Non-Exempt

Classification: Full-Time

Pay Rate: \$16.50/hr

Summary

Under the direct supervision of the Director of Aging Services, the Program Specialist recruits, interviews, and completes background checks on volunteers. The Program Specialist assists with site placements and performs site visits.

Essential Job Duties

Programmatic/Clerical

- Recruit low-income senior volunteers in Monroe County.
- Assist Director in team review of referrals and interview new volunteers.
- Complete background checks for new volunteers.
- Assist with Foster Grandparent volunteer site placements.
- Complete payroll for all volunteers.
- Perform site visits and prepare site visit notes.
- Assists in resolving problems concerning a volunteer/site/client.
- Coordinate transportation for volunteers, as needed.
- Maintain volunteer database.

Training and Presentations

- Conduct in-service training sessions and events for Foster Grandparents.

Other

- Adhere to personnel policies/procedures for project staff consistent with those of sponsor.
- Develop and maintain cooperative working relationships with a variety of community organizations.
- Attend conferences, meetings, and trainings related to the position.
- Assist with special events.
- Other job duties, as assigned.

Knowledge, Skill and Abilities

- Self-management and multitasking: able to address multiple projects and prioritize tasks on a daily and long-term basis.
- Proficient in Microsoft Office (Word, Excel, Outlook, Access, PowerPoint, Publisher).
- Team player: relate to and work well with others, knowing that each person plays an integral role in the continued success of the agencies.

Physical Elements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to physically perform the basic life operational skills of stooping, kneeling, walking, lifting, grasping, pulling, standing, talking, hearing.
- Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or a negligible amount of force constantly to move objects.
- Must be able to travel as needed getting in and out of a car both indoors and outdoors and may have exposure to various weather conditions.
- Must be able to sit at a computer for extended periods of time.

Qualifications

- High School Diploma and two (2) years related experience. Associate Degree, preferred.

I have read, understand, and been given the opportunity to ask questions about the duties of my position:

Employee Signature: _____ *Date:* _____

Supervisor Signature: _____ *Date:* _____

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Nothing in this job description restricts CPGRs ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the agency’s current assignment of essential functions. Those functions may change at any time as the needs of the agency change or for other reasons deemed appropriate by the CPGR.

*The Community Place of Greater Rochester, Inc. is committed to the recruitment of a workforce which mirrors the diversity of recipients of agency services.
We are an Equal Opportunity Employer.*