

JOB DESCRIPTION
FOSTER GRANDPARENT PROGRAM OF SOUTHEAST IDAHO, INC.
PROJECT DIRECTOR

JOB SUMMARY

The Project Director is responsible for managing, coordinating and directing the daily operations of the Foster Grandparent Program of Southeast Idaho in accordance with the Policies and Procedures. This position directs and oversees the FGP project grant including strategic planning, program development, fiscal management, stipend management, promotional activities, staff supervision, volunteer recruitment and management, as well as coordination with agency and community resources.

JOB RESPONSIBILITIES

- (a) Develop and maintains cooperative working relationships with community organizations to gain support and promote associations with other agencies.
- (b) Plan and implement promotional activities to market program services and increase community awareness.
- (c) Prepare program reports as required by funding sources to evaluate progress, identify problems and maintain regular communication with funding sources and stakeholders.
- (d) Prepare and conduct presentations in a variety of external settings.
- (e) Negotiate, review and update Memorandum of Understanding with volunteer stations to establish guidelines for volunteer placements.
- (f) Prepare annual program budget, monitor revenue and expenditures to maintain fiscal control.
- (g) Provide staff support and technical assistance to the Board of Directors to promote and assist the Board in carrying out its responsibilities.
- (h) Assist in selecting program staff as necessary; train, supervise and evaluate staff to ensure effective program operations.
- (i) Represent program in service communities through presentations, affiliations, participation in meetings and conferences to increase visibility and viability of the program, expand knowledge base and recruit volunteers.
- (j) Establish long range goals and objectives for program to create vision and provide leadership.
- (k) Issue checks for payment of volunteer stipends and travel and other budgeted program expenditures in accordance with grant requirements.
- (l) Recruit, screen, place, supervise and evaluate foster grandparents to ensure successful and productive volunteer assignments.
- (m) Develop new volunteer stations in response to community needs.
- (n) Maintain accurate supervisory records to comply with CNCS requirements.
- (o) Participate in appropriate regional/local training or educational opportunities; attend annual CNCS approved training conferences as required, participate in quarterly conference calls with State officials and other agencies.

KNOWLEDGE, SKILLS AND ABILITIES

Responsible for management of operating budget. Must maintain sensitive confidential information in a highly ethical and private manner. Effective time management skills and practical problem solving. Ability to write reports, business correspondence and policies as necessary. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public. Ability to solve problems and deal with variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in written, oral, graph or schedule form. Skill in working cooperatively with others.

EDUCATION AND EXPERIENCE

M.A., B.A. or Associate's Degree, with emphasis in Social Services, Administration, Educations or related field and/or three years related experience working with seniors and/or other economically at-risk populations; or an equivalent combination of education and experience of which at least two years must be in a supervisory capacity; knowledge of grant/contract administration; strong oral and written communication skills; volunteer management experience; knowledge of community resources.

PHYSICAL DEMANDS

Typically sits at a desk or table; regularly walks, stands or stoops; frequently lifts, carries, pushes, pulls or otherwise move objects weighing up to 40 pounds; regularly drives a motor vehicle; works for sustained periods of time maintaining concentrated attention to detail.

WORKING CONDITONS

Work is performed in an office, library, conference room, computer room or other environmentally controlled room.

LICENSING AND CERTIFICATION

Requires reliable transportation, valid ID driver's license and proof of automobile insurance.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job related duties other than those contained in this document and may be required to have specific job related knowledge and skills.

Employee Signature

Date