



United Ways of Iowa

Foster Grandparent Program Coordinator

Overview

The Foster Grandparent Program Coordinator will be responsible for managing the daily operations of the Foster Grandparent Program (FGP) in Central Iowa. This position will develop partner relationships with community agencies, recruit program sites and foster grandparents, manage the service requirements of foster grandparents, and prepare the required program reports for the local program.

1. ESSENTIAL ACCOUNTABILITIES

Member Recruiting and Support

- Manage local recruitment, enrollment, placement, orientation and recognition of volunteers age 55+;
- Enforce policies and procedures of the FGP program;
- Participate in delivery of program orientation, training and member development programming;
- Assist members with timekeeping, reimbursement, and other recordkeeping
- Work with the Senior Program Manager to provide evaluation, corrective action and conflict resolution for local foster grandparents;

Site Supervision and Support

- Establish relationships with local sites to serve as placements for the FGP;
- Ensure all host sites understand and comply with the requirements of the FGP program;
- Collaborate with local site supervisors to ensure appropriate training and supervision of volunteers;
- Conduct site visits and site evaluation activities to ensure consistent program delivery;

Community Partner Relationships

- Build relationships in each of the FGP communities to ensure quality placements for the volunteers;
- Collaborate with community stakeholders to secure both financial and in-kind support for the FGP program;
- Work with Advisory Council members to develop program partnerships and access community resources;
- Build up network of local non-member volunteers to support program goals;

Program Administration

- Utilize appropriate data collection instruments to track FGP volunteer and program performance;
- Maintain accurate and appropriate records for all aspects of National Service programs;
- Aggregate and submit grant performance data for periodic progress reports;

2. COMPETENCIES, KNOWLEDGE AND EXPERIENCE

Competencies

• Relationship-Oriented

- Builds relationships with community stakeholders, organizations and funders
- Knows and can successfully articulate the organization and program mission, vision and values to other stakeholders and collaborators

• Collaborator

- Builds consensus and support with diverse stakeholders

- Displays strong listening skills and can clearly state the point of view of others
- Works collaboratively with others to achieve common goals and positive results
- Supports and encourages others to achieve objectives
- Demonstrates ability to negotiate and compromise without losing sight of core values and objectives; seeks win-win solutions
- Gives credit and recognition to others who have contributed
- **Results-Driven**
 - Ability create goals, timelines and benchmarks for new activities
 - Sets and maintains high performance standards for self and others that support organization and program strategic plans
 - Ability to self-motivate to achieve results
 - Holds self and others accountable for achieving results
 - Models excellence and motivates fellow members to follow example
 - Challenges self and others to achieve “stretch” goals
 - Shows passion for delivery of services with a commitment to continuous improvement
 - Motivates other to translate ideas into actions and results
- **Mission-Focused**
 - Communicates effectively the program’s work to engage and energize members, donors, volunteers, advocates and all other constituents
 - Focuses own work and that of others on needs of communities and senior volunteers

Knowledge

- Knowledge of the mission and objectives of Corporation for National and Community Service and Senior Corps

Education

- Bachelor’s degree in human services, gerontology, education or related field. Significant life and work experience may substitute for education

Experience

- Three - five of experience in effective program and volunteer management preferred
- Experience in coalition building or community organizing preferred

Skills

- Experience with computers, Microsoft Office, internet and information management systems
- Demonstrated understanding of grant writing and financial management practices

3. TRAVEL REQUIREMENTS

This position will require travel throughout the assigned local geographic territory and may require occasional statewide travel to United Ways of Iowa trainings or meetings regarding FGP.

To Apply

If interested, please send cover letter and resume to Deann Cook, Executive Director, United Ways of Iowa at exec@uwiowa.org. Position will remain open until filled.