

Job Title	Director, Harris County Foster Grandparent Program
Employer/ Agency	Evelyn Rubenstein Jewish Community Center
Job Description	<p>The Harris County Foster Grandparent Program Director is responsible for managing the day-to-day operations of the program. This includes volunteer and volunteer station recruitment, training and supervision, program development, program evaluation, and community networking.</p> <p><u>SUPERVISION</u></p> <ul style="list-style-type: none"> • Recruit, train, and place Foster Grandparent volunteers to appropriate volunteer stations and assignments • Provide coordinated pre-service orientation, monthly in-service training, and overall supervision to Foster Grandparent volunteers • Initiate national service criminal history checks on all program applicants and ensure that all applicants have cleared all parts of the national service criminal history checks prior to orientation and placement • Provide leadership, training, and ongoing support to Foster Grandparents and station representatives • Conduct periodic visits to volunteer stations to monitor performance and compliance with program requirements • Evaluate performance of Foster Grandparent volunteers • Supervise Administrative Assistant <p><u>MANAGEMENT</u></p> <ul style="list-style-type: none"> • Develop and implement written strategic plans, goals, operational procedures, and policies consistent with federal regulations • Develop and maintain financial, project, and volunteer records • Develop memoranda of understanding and, where applicable, letters of agreement between project and volunteer stations, and periodically review and update per federal regulations • Develop and submit all grant applications, budgets, and reports required by federal, state, and other funding entities • Prepare and submit accurate budget projections to Chief Financial Officer as required • Regularly monitor and ensure compliance with all federal, state, and local program regulations <p><u>PROGRAM DEVELOPMENT</u></p> <ul style="list-style-type: none"> • Develop and implement annual and periodic recognition activities for volunteers, with support of Advisory Council members • Develop and implement a continuous program of public awareness, with support of Advisory Council members • Conduct ongoing outreach to develop volunteer recruitment and volunteer station partnerships with appropriate community organizations • Seek additional funding opportunities, including grants, donations, and in-kind support. <p><u>ADMINISTRATIVE</u></p> <ul style="list-style-type: none"> • Attend agency training programs, program staff meetings, and

	<p>department meetings</p> <ul style="list-style-type: none"> • Attend training programs approved by AmeriCorps Seniors and/or Texas Senior Corps Association • Attend networking meetings with other community agencies • Serve on advisory councils for various senior and/or non-profit organizations to help promote Foster Grandparent Program <p><u>AGENCY EXPECTATIONS</u></p> <ul style="list-style-type: none"> • Maintain confidentiality in all matters pertaining to clients, staff, and volunteers • Comply with all Center expectations (supervision, department meetings, staff meetings, Jewish education classes, staff development, etc.)
Qualifications	<ul style="list-style-type: none"> • Bachelor's degree or at least two years of experience working with government-regulated programs, budgets, and grants • Previous experience in education or with older adults preferred • Self-starter, internally motivated, with an ability to manage and prioritize multiple ongoing projects under time pressure • Strong leadership and supervisory skills, including ability to delegate • Excellent communication skills. Able to interact professionally with all levels of internal and external personnel <ul style="list-style-type: none"> • Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) • Possess and maintain a current driver's license and liability insurance • Ability to successfully pass National Service Criminal History Check process
Salary/Hours	Full Time / 40 Hours a Week
Address	5601 S. Braeswood. Dr.
City, State, Zip	Houston, Texas 77096
Contact Person	Marissa Druschetta
Telephone Number	832-408-3532
Email Address	mmoschetta@erjcchouston.org
Application Method	Prefer applicants to apply through our link, however the position is also posted on Indeed.com and email submission are fine.
Opening Date	Immediately

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