

**eliminating racism
empowering women**
ywca

Job Title: Program Coordinator - Foster Grandparent Program
FLSA Status: Non Exempt
Reports To: Advocacy and Volunteer Manager/FGP Program Director
Location: Pottstown, PA

Position Overview

The Foster Grandparent Program Coordinator is responsible for providing direct assistance, outreach and administrative support related to the overall programmatic operations Foster Grandparent Program (FGP).

General Responsibilities

- Support FGP Director to provide day-to-day administration of program
- Work closely with FGP Director to recruit, enroll, train and assign FGP Volunteers
- Build relationship with community partners to grow volunteer stations
- Establish and maintain Memorandums of Understanding (MOU) with volunteer stations
- Assist in developing annual program goals and objectives in order to maintain program quality
- Oversee the collection of program data and assist FGP Director with reporting
- Assist in planning annual FGP recognition event and ongoing activities to recognize the contributions of individual volunteers
- Maintain program and volunteer records
- Ability to attend volunteer events and trainings and conduct meetings on behalf of the FGP Director as needed
- Other duties required

Qualifications, Knowledge, Skills, and Abilities

- Bachelor's degree preferred
- Strong interpersonal skills.
- Ability to work with a diverse aging population
- Have strong organizational and communication skills.
- Ability to maintain confidentiality.
- Understanding of YWCA's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as a part of a larger team.
- Bachelor's degree preferred
- Prior experience in a senior services and/or volunteer management preferred
- Passion for work with older adult population required;
- Knowledge of community resources/contacts for older adults preferred
- Position requires a highly organized, assertive manner with strong interpersonal skills and excellent communication skills
- Ability to work well with people of varying economic and cultural backgrounds
- Position requires computer (Microsoft Office) proficiencies, creative problem solving and effective time management skills
- Must possess a valid driver's license with reliable transportation

How to Apply

Please email cover letters and resumes to:
Human Resources – hr@ywcatricountyarea.org