



SERVICE • SUPPORT • ADVOCACY

AREA AGENCY ON AGING

San Benito & Santa Cruz Counties

FOSTER GRANDPARENT/SENIOR COMPANION PROGRAM

Monterey, San Benito, Santa Clara & Santa Cruz Counties

PROJECT SCOUT

Tax Counseling Assistance

COMPANION FOR LIFE

Emergency Response Systems

Program Director Foster Grandparent & Senior Companion Program

Under the general supervision of the Executive Director, directs all functions of the Seniors Council Foster Grandparent and Senior Companion Programs, including staff supervision, budget development & oversight, grant development, community relations and submission of program reports.

The Foster Grandparent/Senior Companion Program Director oversees the operation of both programs. Over 200 seniors volunteer about 20 hours per week each (~200,000 annually) to assist children in classrooms and older adults in a variety of settings. The programs combined annual budgets of \$1.3 million provide a stipend for those volunteers and support 4 professional staff. Additional support is provided by the Seniors Council fiscal office.

Both programs operate in Santa Cruz, Monterey, Santa Clara, and San Benito Counties. The main office is located in Aptos, California.

Duties and Responsibilities Include:

Manage and lead overall Program operations.

Manage and direct Program staff.

Responsible for Program liaison with the Seniors Council and its Board of Directors.

Lead all fund raising efforts including annual grant requests to the Corporation for National & Community Service, United Ways, foundations, cooperating agencies, etc.

Oversee all Program budget activities.

Engage in local, regional, and national marketing and publicity for the Program in collaboration with staff.

Work with assigned staff to complete the monthly payroll process.

Participate in individual monthly in-service training sessions.

234 Santa Cruz Avenue • Aptos, California 95003

www.seniorscouncil.org

PHONE: AAA – (831) 688-0400 • FG/SCP – (831) 475-0816 • SCOUT – 1-877-373-8297 • FAX: (831) 688-1225

Participate in implementation of annual Volunteer Recognition events.

Serve as staff to the Foster Grandparent/Senior Companion Program Advisory Council meetings.

Participate in regional, state and national professional associations.

Review federal, state and local procedures and policies regarding record keeping and reporting; implement internal procedural changes as necessary to assure compliance.

Direct and participate in the collection of data and the preparation and submission of periodic reports to local, State and Federal funding agencies.

Attend periodic trainings provided by the CNCS and/or other organizations to ensure compliance with reporting procedures and requirements.

Oversee contract development and revision of MOU's with partner agencies.

May represent the agency at local and statewide meetings and/or trainings, as appropriate.

Work with the Fiscal Officer and Executive Director to develop and implement a system of internal fiscal controls to meet agency contractual and legal requirements.

Assist and participate in overall policy development, management and evaluation of the Seniors Council.

Develop and maintain effective working relationships with other agency staff members, and with representatives of funding sources, government and community organizations, and others in regular contact with the agency.

Communicate effectively and respectfully with people from different racial, ethnic and cultural groups and from different backgrounds and lifestyles; demonstrates a knowledge of and sensitivity to their needs.

Perform other duties related to the operation of the Seniors Council, as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

Knowledge:

- of social services, with a focus on services to seniors;
- of various senior service delivery models;
- of non-profit and/or governmental procedures and reporting requirements;
- of budgetary control techniques;
- of spreadsheet and data processing computer applications,

Skill:

- in working cooperatively with administrative and executive staff of other agencies;
- in reading and interpreting complex regulations and policies;
- in recruitment and retention of program volunteers;
- in preparing and maintaining a variety of reports and records;
- in effectively using an in-house computer system to manipulate data and generate reports;
- in effective staff supervision, including training and delegation of duties

Training and Experience:

- Three years increasingly responsible experience in community-based services and working with executives and administrators of other agencies, or,
- B.A. or equivalent practical experience in the human services field, or,
- a combination of educational and professional experience equivalent to the above two criteria

Foster Grandparent/Senior Companion Program Director Salary and Benefits:

Salary Range: \$23.66 - \$34.95 per hour, depending on experience

Full-time permanent position; 40 hours per week.

Healthcare, Dental and Vision plans paid by the Seniors Council. Agency contributes 5% of employee salary to employee's 403b retirement plan.

Paid vacation, sick time, and 12-1/2 annual holidays

Application Process:

Submit a letter of interest, three references we may contact, and a resume to:

Executive Director, Seniors Council
234 Santa Cruz Ave.
Aptos, CA 95003

Attention: FGP/SCP Director Recruitment

Electronic Applications may be sent to: clayk@seniorscouncil.org

Application Deadline:

Open until filled. Applications reviewed weekly for potential closure of recruitment process.