

Available Position- Foster Grandparent Volunteer Coordinator (Part-time)

Opening Date-10/15/2025

Position Description

Partner with Foster Grandparent Director to oversee the recruitment and service of volunteers as well as initial screening of prospective Foster Grandparents to ensure successful and productive volunteer assignments. Oversee other program activities as needed.

This position will assume primary responsibility for the recruitment of foster grandparents for Fremont, Clark, Jefferson, Madison, Teton, Bonneville, Bingham, Butte, Lemhi, Custer, Jerome, Lincoln, Minidoka, Bannock, Caribou, Power, Oneida, Franklin and Bear Lake counties. This is a major responsibility incorporating the need for substantial skills in communications and outreach. This will be reflected in strong organizational skills and demonstrate success in a comparable endeavor.

Supervisor- Foster Grandparents Director

Overview of Responsibilities

- Assist with meeting annual program goals and objectives designed to meet critical community needs while offering opportunities for elders to maintain their self-esteem and usefulness through service to their community.
- Developing positive public relations and communications in the community by providing informational programs to interested groups, organizations, and the media. Assist in the preparation of marketing materials, newsletters, and media materials, and hosting of volunteer recognition events.
- Maintaining professional knowledge and skills by attending relevant workshops, training, and conferences.
- Working closely with Foster Grandparent Director, soliciting their advice and assistance on matters affecting program operation and providing instruction and support to Foster Grandparent.
- Coordinate Foster Grandparent assignments and activities in cooperation with appropriate volunteer station staff and project director.
- Assist the Program Director to evaluate Foster Grandparent's performance in consultation with volunteer station staff and coordinate site visits.
- Assist with pre-service and monthly training of Foster Grandparents in the service area as needed.
- Ability to enter data into computer software.
- Maintain confidentiality regarding information obtained or received regarding Foster Grandparent clients, volunteers, and staff members.
- Performing other project related duties as assigned.

Desired Minimum Qualifications

Associate degree and/or experience in work with those over 55 and/or volunteers are essential as are flexibility and management skills. Experience in childcare, school settings or similar communities served.

Required Qualifications

- Valid Idaho driver's license and reliable transportation
- Computer literate
- Strong verbal skills for phone and in-person communication
- Patient
- Must be organized, punctual, and flexible.
- Willing to work with people 55 and over.
- Able to multitask.
- Able and willing to publicly present in a professional manner to small and large groups
- Willing to travel in the 19-county service area on a quarterly basis.
- Able to pass criminal background check.
- Attention to detail required.
- Self-driven with good time management
- Result oriented.

TOOLS AND EQUIPMENT USED

Phone, personal computer including word processing, database, spreadsheet software, financial software, printers, copy machine, postage machine, and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

