

Foster Grandparents Program Assistant Job Description

Job Description

Under the direction of the FGP Director, perform administrative details related to the daily operation of the Foster Grandparent program which operates in Westchester, Putnam, Orange, Dutchess, Sullivan, and Ulster Counties.

Responsibilities

- Provide the front office and staff with secretarial/administrative support (e.g., filing, faxes, emailing and data entry) and answering telephone calls.
- Speak and/or meet with volunteers to discuss concerns or questions, then relay those issues to the Field Supervisor and/or Director. Handle daily problems as they occur.
- Help clients fill out paperwork; assist with the development of monthly correspondence workshops and their mailing.
- Maintain our inventory of office supplies, uniforms, and volunteer gifts.
- Establish and maintain contact with all applicable local agencies that assist members of volunteer community.
- Attend all meetings as required: Must be able to travel to external sites of schools/day care centers when needed for in-person workshops at community centers in all six counties.
- Responsible for time record of all volunteers, ensuring all timekeeping data are accurate and able to produce routine timekeeping reports as requested.
- Monitor and maintain PTO leave records through Timekeeper and excel.
- Assist with eligibility and enrollment of new and existing volunteers; Keep track of all necessary documents including, primary care medical clearances, references, Government ID's, annual surveys, and updates, progress reports, and evaluations.
- Obtain and verify accuracy of volunteers' demographics and contact information, maintain client files, and add new information as it becomes available, acquire authorization signatures for Criminal History Checks.
- Assists field supervisors with criminal history checks through Truescreen and Fieldprint for all new staff and volunteers.
- Will be held responsible for the confidentiality of all materials handled in the performance of above duties.

Key Working Relationships

Internal: Director, Field Supervisors, HR Personnel Assistant, Payroll Assistant, Payroll director.

External: Community agencies, local government offices, school and daycare centers, extensive volunteer contact.

Minimum Requirements

- College background
- General office knowledge and professional decorum
- Driver's License
- Previous administrative, Secretarial skills, and basic accounting skills.
- Organizational skills
- Computer and technology skills (database, Excel, Microsoft Suite, ZOOM, Google Suite, Microsoft Teams)
- Customer service, Phone etiquette

Preferred Requirements

- Bilingual English and Spanish

Work Location:

- Main Office in Elmsford, NY with possibility for hybrid work schedule after 3-month probationary period. Ability to drive, commute and/or relocate.

Job Type: Full-time

- Pay: \$18.30 - \$21.97 per hour

Schedule:

- Day shift
- Monday to Friday

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

