

Westchester Community Opportunity Program, Inc.  
Elmsford NY 10523-3833

**Job Description**  
**Foster Grandparent Program Director**

**Title:** Foster Grandparents Program Director

**Exempt Status:** Exempt

**Immediate Supervisor:** Executive Director

**Grade:** X

**Job Description**

Full-time responsibility for the development and operation of the Foster Grandparent Program.

**Responsibilities**

- Establish policy procedures for staff and foster grandparents consistent with those of WestCOP and funding agencies.
- Train and supervise project staff.
- Provide staff assistance to the Foster Grandparent Program Advisory Council and consult Council members on significant plans, actions, changes, and problems affecting the project.
- Schedule monthly meetings with the Advisory Council.
- Arrange and provide orientation and in-serve instruction for foster grandparents as required.
- Develop Memorandum of Understanding and other appropriate documents with the volunteer stations, as required.
- Formulate and implement recruitment, selection, and placement of foster grandparents.
- Provide information, referral and counseling to foster grandparents as necessary.
- Maintain cooperative working relations with community service agencies and organizations whose activities can benefit the program or individual foster grandparent Volunteers.
- Plan and conduct a continuous program of public relations as needed within WestCOP guidelines.
- Evaluate the effectiveness of operational procedure and project activities.
- Attend ACTION training programs.
- Attend other appropriate meetings and conferences on aging and volunteerism as needed.

### **Key Working Relationships**

Internal: Executive Director, Foster Grandparents and program staff

External: ACTION, New York State Office of the Aging, Westchester County Office of the AGING, Site Supervisors

### **Minimum Requirements**

- Bachelor's, Master's Degree preferred, courses in Gerontology
- Three years working with seniors
- Strong interpersonal skills and knowledge of community services
- NYS driver's license and access to car

### **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.