

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$60,889* - (Non-city minimum) \$70,022** - (City minimum)</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Field Coordinator - Bronx</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit: <u>Bureau of Social Services/Foster Grandparent Program</u>			

Additional Information:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs.

Job Description:

The Workforce and Community Development empowers older New Yorkers by providing educational and supportive services that improve their quality-of-life. The Bureau works to increase access to available programming, intergenerational and volunteer opportunities, and workforce development through programs servicing NYC Older Adults.

The Bureau of Social Services seeks a highly motivated individual to serve as a Field Coordinator in the Workforce & Community Development/Foster Grandparent Program Unit. The Field Coordinator will have oversight of volunteer sites and participants in the Bronx. These duties include recruitment, monitoring, compliance, technical assistance and support to volunteer sites and community partners. The position reports directly to the Director of the Foster Grandparent Program (FGP) and plays a key role in programming operations in the Bronx. The duties will include but not be limited to:

Volunteer Management:

- Maintain comprehensive records management to include but not limited to intake, eligibility assessments, program monitoring, and evaluation of all systems of record, including uploading/save to SharePoint and CSS.
- Collect various forms: health, financial records, etc. to ensure program compliance.
- Review annual income documents for recertification, per program guidelines.
- Approve timesheets hours and reimbursements biweekly, in CSS, by the deadline, for proper timely payments.
- Participate in conjunction with the Volunteer Station with annual performance evaluation of FGP volunteers.
- Provide referrals for benefits and entitlements to volunteers who are in need of social services.
- Oversee and manage bilingual/Spanish volunteers including translation of materials into their dialect or language.
- Assists with the planning and implementation of the Program's annual recognition event for volunteers.

Data Management:

- Maintain up-to-date roster of Foster Grandparent volunteers.
- Input accurate and complete data for all volunteers and ensure that inactive volunteers are closed out in PeerPlace, as NYC Aging transitions to VIVE and in CSS.
- Create unit entries for each engagement with assigned Foster Grandparents in PeerPlace no later than (EOD) Friday for the applicable week.
- Collect and submit monthly, quarterly, semi-annual, and annual reports required by NYC Aging, AmeriCorps, and NYSOFA.

Volunteer Station Support:

- Communicate with site/station partners monthly or as needed to ensure that the volunteer stations meet specified requirements, in accordance with the FGP handbook and MOU Agreement, to support the volunteers placed at their station.
- Conduct site visits to volunteer stations, including meeting with the Foster Grandparent volunteers, on a monthly basis or more as needed.

- Communicate, as needed, with site personnel and volunteers to ensure that volunteers are working appropriately and effectively with their assigned children.
- Maintain a positive, working relationship with all station and community partners to ensure continued alliance for volunteer placements.
- Support the Foster Grandparent Unit in trainings for volunteers and volunteer stations, orientations, and other programmatic supports.

Recruitment:

- Collaborate with community partners and other NYC Aging/City agencies to promote FGP and recruit volunteers.
- Support the development, coordination, and implementation of marketing, recruitment, and retention strategies to ensure the availability of qualified volunteers.
- Co-host monthly, informational meetings in the specified service area to create program support and awareness.
- Analyze, respond, and resolve recruitment issues. Assist with the planning and implementation of New Volunteer Orientations and Trainings on an as-needed basis.
- Conduct assessment in CSS to determine eligibility and overall suitability of applicants to the program.
- Use appropriate judgments in placements of the volunteers that meet the needs of the volunteer, the children, and the volunteer stations and indicate assignment in CSS.
- Travel throughout 5 boroughs for recruitment, primarily the Bronx.
- Volunteer Development:
- Assist with the planning and coordination of monthly in-service training sessions and quarterly borough wide meetings to ensure that volunteers are continually prepared for their service opportunity.
- Secure partnerships and resources that will supplement volunteer training and development needs.

***Non-City rate (Non-City candidates & candidates with less than 2 years of City Service)**

****City incumbent rate (Candidates with 2 or more active years of City Service)**

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills:

- Bachelor's degree in business administration, or a related field a plus.
- Familiarity with volunteer program management preferred.
- Proficiency in accounting software and Microsoft Office Suite a plus.
- Proven experience in payroll management preferred.
- Excellent organizational, analytical, and communication skills highly preferred.
- Preferred candidate should possess ability to handle sensitive information with discretion
- Preferred candidate must demonstrate commitment to the mission and values of the Foster Grandparent Program.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID #707703

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #707703

Please do not email, mail or fax your resume to NYC Aging directly.

Posting Date: **April 24, 2025**

Post Until: **Filled**

JVN No. **125-25-34 CW**