

YWCA IS ON A MISSION

eliminating racism
empowering women
ywca
Tri-County Area

JOB TITLE: Program Manager – AmeriCorps Seniors Foster Grandparent Program (FGP)

FLSA STATUS: Full-time, Salary - Exempt

LOCATION: Pottstown, PA

SUPERVISOR: Director – Foster Grandparent Program

WHO WE ARE:

YWCA Tri-County Area is on a mission to eliminate racism, empower women, and promote peace, justice, freedom, and dignity for all. YWCA Tri-County Area serves more than 1,500 women, children, and families. We are an educational organization that is empowering and inclusive, providing programs which encourage individuals to learn, grow, become, and take a stand.

Direct service programming includes early childhood education, before- and after-school enrichment, youth empowerment, adult education, and workforce development. Mission-based advocacy efforts raise awareness, offer issue education, and build social capital around women's empowerment, racial and social justice, and safe and healthy communities.

YWCA Tri-County Area is an Equal Opportunity Employer offering competitive salaries and benefit packages.

WHAT WE ARE LOOKING FOR:

The AmeriCorps Seniors Foster Grandparent Program Manager has primary responsibility for day-to-day management of the federally grant-funded AmeriCorps Seniors Foster Grandparent Program. The Program Manager oversees recruitment and onboarding of volunteers and volunteer stations, management of FGP volunteer placements, evaluation of FGP programming and volunteers, in-service training, and recognition of AmeriCorps Seniors Foster Grandparent Program volunteers. The FGP Program Manager works collaboratively with the FGP Team (FGP Director and FGP Program Coordinator) to ensure quality, compliant programming for all stakeholders, gather and maintain records per AmeriCorps Seniors' guidelines and participate in on-going process improvement.

WHAT YOU'LL BE DOING:

- Lead the day-to-day administration of the program with support from the Program Director and Program Coordinator
- Proactively participate in outreach activities and build relationships with senior-serving businesses and organizations
- Execute and refine annual recruitment plan to encourage older adults to apply for FGP
- Execute and refine volunteer onboarding process including interviewing, conducting National Service Criminal History Checks and comprehensive orientation of volunteers to the program
- Oversee recognition and retention activities including an annual recognition event
- Build relationships with public schools, childcare centers, and other community partners to grow volunteer stations
- Manage FGP volunteers, ensuring appropriate FGP volunteer placement at volunteer stations and quickly addressing any concerns that arise on behalf of the FGP volunteer or station

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- Oversee evaluation of volunteer stations and FGP volunteers and gather required data for annual reporting on grant performance measures
- Plan and facilitate in-service FGP volunteer training per AmeriCorps Seniors guidelines
- Ensure all volunteer records are obtained, kept current and maintained according to AmeriCorps Seniors' guidelines and using volunteer management software
- Work with the FGP Team to develop annual program goals and continually improve FGP processes to maintain program quality and compliance with grant guidelines
- Oversee the collection of program data and assist FGP Director with reporting
- Other duties as required that support the FGP team in day-to-day administration of program and fall within the scope of the role

WHAT YOU'LL BRING TO THE POSITION:

- Passion for working with a diverse aging population and a variety of internal and external stakeholders
- Knowledge of Montgomery and Chester Counties and community resources/contacts for older adults preferred
- Position requires a highly organized, professional manner with strong interpersonal, verbal, and written communication and presentation skills
- Ability to maintain confidentiality
- Understanding of YWCA's mission, goals, and objectives and ability to work independently with a high level of energy and contribute as a part of a larger team
- Position requires computer (Microsoft Office) proficiencies, creative problem solving and effective time management skills
- Must possess a valid driver's license with reliable transportation
- Willingness to travel throughout Montgomery and Chester Counties for program activities on a regular basis
- Strong desire for continued growth and learning
- Ability to work independently, goal oriented

Education & Experience:

- BA/BS in related field and/or 3 years of relevant work experience
- Project management experience preferred
- Volunteer management experience preferred
- Community engagement and relationship building experience preferred

Benefits**:

- **Affordable Health, Dental, and Vision Insurance.**
- **Annual Paid Business Closures** according to the organization's annual Business Closure Calendar
- **Voluntary MetLaw** benefit provides employees with professional legal counsel for a broad range of legal services.

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- Voluntary Term **Life Insurance** provides employees' beneficiary with a financial protection plan.
- Voluntary **Hospital Indemnity Insurance** provides a range of fixed, lump-sum daily benefits to help cover costs associated with a hospital admission, including room and board costs.
- Voluntary **Accident Insurance** provides a range of fixed, lump-sum benefits for injuries resulting from a covered accident.
- Voluntary **Critical Illness Insurance** provides a fixed, lump-sum benefit upon diagnosis of a critical illness, which can include heart attack, stroke, paralysis and more.
- Voluntary **Flexible Spending Account** provides support for employees' out-of-pocket health care costs.
- **Short-Term and Long-Term Disability Insurance** at no cost to the employee.
- Voluntary **401K Retirement plan includes an employer match** in relation to employee's contributions.
- **YWCA Retirement Plan:** After two years and two thousand hours, you are automatically vested into the plan. YW3CA contributes a percent of an employee's gross each pay, currently at 7.5% and the fund also matches 3%.
- **Generous Paid Time Off plan** (including Vacation, Sick, and Personal PTO) which includes partial PTO rollover each calendar year.
- **Tuition discounts for a variety of undergraduate, graduate, and certificate programs** at the selected higher education institutions: Alvernia University, Chestnut Hill College, Delaware Valley University, and Widener University. Discounts vary depending on institution and program.
- **Employee Assistance Program (EAP)** offers employees family care services, legal services, and financial services
- **Employee Discount** on private pay childcare tuition.
- Through American Funds, employees have access to the **College America 529 Saving Plan** that has significant tax advantages and allows employees to build a college fund for their family's educational needs.

**Restrictions may apply based on position hours

HOW YOU'LL APPLY

Send Cover Letter and Resume to:

Hr.mission@ywcatricountyarea.org

Equal Opportunity Employer

YWCA Tri-County Area is an equal opportunity employer, and it is our policy that employees and applicants will not be subjected to unlawful discrimination or harassment based on race, color, religion, sex, age, national origin, veteran's status, marital status, physical or mental disability, sexual orientation, or any other basis prohibited by applicable state, federal or local laws.

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Accordingly, YWCA Tri-County Area will hire, train, and promote individuals in accordance with this Equal Employment Opportunity Policy; make decisions according to the principle of equal opportunity by imposing only bona fide occupational qualification requirements for employment opportunities; and administer all personnel practices and programs (including, but not limited to, compensation, benefits, transfers, and training) in accordance with this Equal Employment Opportunity Policy.

YWCA Tri-County Area | 315 King St, Pottstown PA 19464 | P: 610-323-1888 | www.ywcatricountyarea.org

YWCA Tri-County Area is a 501 © 3 nonprofit organization – contributions to which are tax deductible to the fullest extent permitted by law. The official registration and financial information of our YWCA may be obtained from the Pennsylvania Department of State by calling toll free, within Pennsylvania, 1-800-732-0999. Registration does not imply endorsement