

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

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Administrative Program Officer (M-I)</u>	Salary:	<u>\$90,000 - \$95,000</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Program Director</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Bureau of Direct Services/ Foster Grandparent Program</u>		

Additional Information:

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the NYC Department for the Aging.

This is a grant funded position. Should the grant expire, or funding discontinue, this position may result in termination of employment.

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

Job Description:

New York City is home to approximately 1.64 million older adults, and the Department for the Aging (DFTA) is committed to helping them age in their homes and communities. The mission of DFTA is to eliminate ageism and ensure the dignity and quality of life of diverse older adults. DFTA also works to support caregivers through service, advocacy, and education.

DFTA seeks a dynamic, motivated, and detail-oriented individual to serve as the Director of the Foster Grandparent Program, reporting directly to the Senior Director of Older Adult Workforce Development. The selected candidate will manage the daily operations and program execution of the Foster Grandparent Program, a \$1.8 million program serving older adult volunteers working with youth with exceptional needs to drive changes and outcomes in the lives of youth and older adults.

The Foster Grandparent Program (FGP) is an AmeriCorps Seniors program and has been in operation for more than 50 years at DFTA. The Foster Grandparent Program is a volunteer-based program that offers New Yorkers age 55+ who meet income eligibility requirements a paid non-taxable stipend to serve as mentors, tutors, and emotional support for children and youth with special and exceptional needs. Volunteers serve a minimum of 15 hours per week and are placed in a variety of community settings, such as Head Start Programs, day care centers, schools, hospitals and, family courts.

Responsibilities include, but are not limited to:

- Overall coordination, administration of a high-quality volunteer program.
- Effective supervision of team, their professional development, proactive coaching and corrective action, and timely yearly evaluation reviews and submissions.
- Oversee the execution of the program throughout the five boroughs, including the planning, development and organization of community services and the development of policy to accomplish established program goals, including but not limited to, recruitment and enrollment of older adult volunteers, selection of community-based organizations as volunteer sites and program evaluation.
- Oversee program operations, including preparing grant applications, budget creation and management, and control and related statistical analyses in STARS and other database systems.
- Represents DFTA at citywide coalitions and government meetings.
- Establish and manage performance metrics to report monthly to leadership and inform program operations and needs.
- Employ program management framework to establish and make sure goals are on track.
- Manage, maintain, and expand productive relationships with affiliated agencies and liaisons.
- Develop annual program goals and adapt opportunities as needed to support the needs of volunteers and the community.
- Ensure compliance with Federal and State targets and requirements.

Minimum Qualifications:

1. Graduation from an accredited college with a baccalaureate degree and five (5) years of full-time, professional experience in social services, community relations, public administration, or management, of which at least one year must have been in the field of aging, and of which at least one and one-half years must have been in an administrative or managerial capacity; or
2. Education and experience equivalent to "1" above. However, all candidates must have one year of experience in the field of aging and one and one-half years of experience in an administrative or managerial capacity.

Preferred Skills:

- Graduation from an accredited college with a baccalaureate degree.
- Five (5) years of full-time, professional experience in social services, community relations, public administration, or management of which at least one year must have been in managerial capacity supervising staff.
- Preference for work experience with the older adult population.
- Preference for work experience with children/youth-based community programming.

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 #547501

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID #547501

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

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

Posting Date: August 26, 2022	Post Until: Filled	JVN No. 125-23-15CW
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