

**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>\$53,051 - \$145,991*</u> <u>\$57,210 - \$145,991**</u>
Title Code:	<u>10084</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Director, Volunteer Resource Center</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>External Affairs/Volunteer Resource Center</u>		

Job Description:

The Scope of Services for this Volunteer Resource Director position will include but is not limited to the following:

- Implement and refine the initial plan for coordinating volunteers within DFTA.
- Develop and implement outreach/ recruitment campaigns to increase the number of older adults and non-seniors serving as DFTA volunteers.
- Maintain communication with DFTA Program Directors who work with volunteers and senior centers regarding volunteer applicants and follow up on engagement of volunteers.
- Implement annual DFTA Provider Network Volunteer Capacity Survey among agency contracted service providers and analyze collected data for evaluation and use in design of future DFTA Volunteer efforts.
- Oversee /refine existing internal system for data collection and reporting on volunteer program (including but not limited to: recruitment, application, assignment, tracking of volunteer hours, and evaluation).
- Chair monthly internal volunteer committee meeting to ensure excellent ongoing communication regarding volunteer programs within DFTA.
- Participate on the NYC Service/DFTA Senior Service Coalition to represent the Agency's interests.
- Develop and implement a plan to externally refer and track DFTA volunteers among its network of contracted senior service providers.
- Build upon the outcomes from the 2016 Senior Service Summit to increase volunteer capacity support among DFTA's provider network.
- Lead efforts to work with external resources, such as American Association of Retired Persons (AARP) and UJA Federation, and ensure that new relationships meet the needs of DFTA programs and key external partners.
- Oversee system for tracking and evaluating volunteer efforts, including monthly reporting of number of volunteers; volunteer hours served/projects completed; monetary value of volunteer efforts; impact on program and clients served; volunteer satisfaction.
- Develop and implement a volunteer recognition and retention plan, including but not limited to coordinating and executing DFTA Volunteer appreciation event(s).
- Work closely with NYC Service to ensure that DFTA efforts are consistent with the goals of the funded initiative.
- Compile and submit monthly and milestone metrics reports to NYC Service.
- Provide direction to and assist with daily oversight of one unit manager and a team of AmeriCorps members assigned to DFTA.

***Non-City rate.**

****City incumbent rate.**

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:

All qualified applicants must demonstrate the following experience and credentials:

- A minimum of 5 years of experience implementing programs targeted to New York City's diverse communities in government, politics, or the not-for-profit sector.
- A graduate degree in public affairs, social services, or the equivalent,
- Working experience with programs that promote and enhance healthy aging, intergenerational initiatives, volunteer management, and community development tools.
- Experience in implementing a City-wide initiative within all five boroughs. Strong interpersonal and leadership skills.
- Supervisory experience.
- Excellent written and verbal communication skills.
- Demonstrated success in relationship building, forging community partnerships and devising outreach campaigns.

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

TO APPLY

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 #240305

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID#240305

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

Posting Date: May 11, 2016	Post Until: May 25, 2016	JVN No. 125-16-33 CW
-----------------------------------	---------------------------------	-----------------------------

WE ARE AN EQUAL OPPORTUNITY EMPLOYER