

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

**CITYWIDE VACANCY NOTICE**

Civil Service Title:	<u>Community Associate</u>	Salary:	<u>\$33,799 - \$56,249*</u> <u>\$38,869 - \$56,249**</u>
Title Code:	<u>56057</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Field Coordinator</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Active Aging/Foster Grandparent Program</u>		

**Job Description:**

- Develop new volunteer sites in borough(s) of responsibility. Review work plans submitted by prospective sites to determine suitability and appropriateness. Work with volunteers site staff to prepare the Memorandum of Understanding (MOU) before placement of volunteers. Conduct visits to sites to meet with site staff and to observe volunteers' work with children. Insure that volunteers; required documentation such as income reviews, medicals re-certifications, assignment plans and performance evaluations are up to date.
- Screen, interview and place Foster Grandparent volunteers in appropriate sites in boroughs(s) of responsibility. Prepare hiring paperwork and review all documentation to insure timely submission to Human Resources. Maintain up-to-date roster of grandparent volunteers. Resign inactive volunteers in a timely manner.
- Participate and assist in the coordination of pre-service trainings for prospective volunteers. Provide orientations to newly hired volunteers and to site on the rules and regulations of the Foster Grandparent Program. Conduct in-service and quarterly borough wide trainings appropriate to the needs of volunteers.
- Prepare reports, both narrative and statistical, as required by grantors, DFTA and other agencies. Assist with payroll operations to insure volunteers receive timely and accurate payments. Assist director with the preparation of work plans for grant applications. Assist with the planning of the Program's annual recognition event for volunteers.

**\*Non-City rate.**

**\*\*City incumbent rate.**

**Minimum Qualifications:**

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to the duties described above; or
2. Education and/or experience which is equivalent to "1" above.

**Preferred Skills:**

Excellent communication skills, written and oral; able to do field work in the five boroughs; bi-lingual in Chinese; proficient in Microsoft programs.

**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 #204711

All other applicants, please go to [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search) and search for Job ID# 204711

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

Posting Date: **August 07, 2015**

Post Until: **Filled**

JVN No. **125-16-01CW**

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**