

Job Title: Foster Grandparent Program Coordinator

Organization: Senior Life Midland

Location: Midland, TX

Closing Date: Applications accepted until position is filled

Job Description:

The Foster Grandparent Program (FGP) Coordinator is responsible for implementing the daily operations of the Foster Grandparent Program, a federally funded AmeriCorps Seniors grant administered by Senior Life Midland. This role primarily oversees and manages AmeriCorps Seniors volunteers (age 55 and older) who serve as Foster Grandparents in schools, daycares, and other educational settings, providing one-on-one tutoring and support to children in need of extra help. The coordinator ensures compliance with all AmeriCorps Seniors and Senior Life Midland policies and procedures, under the direction of the FGP Director. Regular travel within the service area is required.

Key Responsibilities: Manage daily oversight of Foster Grandparent volunteers, ensuring effective service in assigned classrooms and educational settings. • Assist partner sites (volunteer stations) in developing volunteer assignment plans, establishing appropriate activities, and monitoring progress toward expected outcomes. • Conduct monthly volunteer trainings, including planning sessions and securing relevant guest speakers to enhance volunteer knowledge and skills. • Support volunteers in meeting performance goals and ensuring program impact on children served. • Track and evaluate volunteer performance, including monitoring attendance at trainings, reviewing progress toward assignment goals, and preparing reports as required. • Maintain compliance with AmeriCorps Seniors guidelines, program policies, and Senior Life Midland procedures. • Enhance program visibility and community engagement through active involvement with schools, community organizations, other national service programs, and senior/volunteer initiatives. • Coordinate with staff, volunteers, and community partners to ensure effective placement and support of volunteers. • Monitor and document program activities to ensure accountability and grant compliance. • Other duties as assigned.

Qualifications: Bachelor's degree in social services, education, nonprofit management, or related field preferred; equivalent experience may be considered. • Experience in volunteer management, education, or program coordination strongly preferred. • Strong organizational, communication, and interpersonal skills. • Ability to work independently and collaboratively with diverse populations. • Commitment to supporting older adult volunteers and improving educational outcomes for children. • Proficiency with Microsoft Office and database management systems. • Must have a valid driver's license and reliable transportation for regular travel within the service area. • Bilingual preferred but not required.

Work Environment: Full-time position with occasional evening or weekend hours required. • Position requires travel to schools, community organizations, and partner sites within Midland County.

Certificates, Licenses and documentation required: Appropriate valid Texas driver's license and proof of liability insurance. Must satisfactorily pass the following background checks prior to beginning work. All offers of employment for this position are tentative pending the passing of these checks: (1) National Sex Offender Check (2) State of Texas Criminal History Check (3) FBI Fingerprint-based Criminal History Check (4) Drug and Alcohol Screening Senior Life Midland offers a comprehensive benefits package in a state of the art, mission driven environment, Pay depends on education/ experience Our mission is to address challenges related to aging and develop efficient, flexible, and compassionate ways to meet the needs of our community.

How To Apply:

Please send resume, cover letter and 2 references to Melissa Zenger at mzenger@seniorlifemidland.org