

POSITION DESCRIPTION

FRANKLIN COUNTY CHILDREN SERVICES

An Equal Opportunity Employer

<b>JOB CLASSIFICATION:</b> <i>Social Program Administrator 2</i>	<b>DIVISION:</b> <i>Family Services – Ongoing/Provider Division</i>	<b>DEPARTMENT:</b> <i>Volunteer &amp; Child Enrichment</i>
<b>WORKING TITLE:</b> <i>Director of Volunteers &amp; Child Enrichment</i>	<b>PCN &amp; CLASSIFICATION OF SUPERVISOR:</b> <i>Social Program Administrator 4</i>	<b>JOB STATUS:</b> <i>Full-time</i>
<b>CLASSIFICATION NO.:</b> <i>69416/C111</i>	<b>PCN:</b> 702100 <b>PAY RANGE:</b> 30	<b>REVISION DATE:</b> <i>8/22</i>
<b>EQUIPMENT USED:</b> <i>telephone calculator printer computer copying machine automobile</i>		
<b>MINIMUM QUALIFICATIONS/EDUCATION /TRAINING REQUIRED:</b> <i>Completion of undergraduate coursework in social or behavioral science plus 18mos. exp. in delivery of social services plus 6 mos. supervisory exp. or completion of graduate coursework in social or behavioral science plus 12 mos. exp. in delivery of social services plus 6 mos. supervisory exp.; or equivalent.</i> <b>PREFERRED:</b> <i>Master’s degree in social work or related field; several years related exp., including supervisory/administrative exp.; must demonstrate creative thinking; strong professional orientation that will reflect in a very positive representation of the agency to the public; excellent written and communication skills.</i>		
<b>PURPOSE:</b> <i>The Director of Volunteers &amp; Child Enrichment is an administrative position with the employee being responsible for directing services in the Volunteer Department, including Friendship, College Bound, Crisis, Holiday Wish and special project programs for the direct care and assistance to the physical and emotional needs of children; supervises professional staff engaged in screening, matching and maintaining volunteers and mentors who serve as friends or tutors to children and families under agency care. The employee is also responsible for leadership in supporting special community engagement initiatives in addition to supervising the Volunteer Department. The employee will help the agency achieve CFSR standards and help ensure service delivery that focuses on Safety, Permanency and Well-being for the families served by the agency. The employee is committed to practicing cultural competence by: working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities, ages and appearances in a manner that recognizes, affirms and values the worth of individuals, families and communities and protects and preserves the dignity of each. The employee will adhere to the agency’s Guiding Principles by serving as a child welfare professional, valuing every child, honoring families, and valuing partnerships.</i>		

	<p><b>JOB DUTIES:</b></p> <p>35% <i>Responsible for the supervision, direction, evaluation and the development of the Volunteer Department including Friendship, College-Bound, , Crisis and special project programs, including supervising volunteer coordinators.</i></p> <p>30% <i>Directs seasonal activities such as the volunteer reception, group volunteer events and the Holiday Wish Program. Oversees and trains seasonal staff for the Holiday Wish program.</i></p> <p>15% <i>Serves as member of the division's senior management team; participating in program and strategic planning. Develops and implements program policies and procedures and ensures compliance to laws, rules and regulations affecting the services provided to children; compiles and analyzes monthly statistics and reports; interfaces inter-departmentally and with other organizations; attends departmental and management meetings; obtains and distributes donated items and processes monetary donations.</i></p> <p>10% <i>Works with communications staff to coordinate media coverage and events; speaks publicly on volunteerism, agency programs and Holiday Wish; oversees and conducts recruitment activities in coordination with the Community Outreach Department.</i></p> <p>5% <i>Oversees and supports the Volunteer Services Advisory Committee</i></p> <p>5% <i>Performs other related duties as assigned.</i></p> <p><b><i>*Other related duties may include handling cases from Intake, if needed and if determined by HR to be qualified to do so.</i></b></p>	
<p>List no. of positions and Class Titles of positions supervised</p> <ul style="list-style-type: none"> <li>4 Volunteer Coordinator 2</li> <li>1 Child Welfare Casework Supervisor 2</li> <li>1 Administrative Assistant 2 (temporary/seasonal)</li> </ul>	<p>_____</p> <p>Signature of Agency Representative</p>	<p>_____</p> <p>Date</p>