

**NEW JERSEY DEPARTMENT OF STATE  
P.O. BOX 459 TRENTON, NJ 08625**

**NOTICE OF JOB VACANCY  
Hourly Position (Temporary Employment Services)**

---

**ISSUE DATE:** December 29, 2021

**CLOSING DATE:** January 12, 2022

**OPEN TO:** Interested individuals who meet the requirements

**POSTING #** STA-2021 - 038

**DIVISION:** Programs (Foster Grand Parent)

**SALARY:** \$29.00 per hour

**TITLE:** Volunteer Assistant (Hourly Position -TES 944 hours per fiscal year)

---

**DEFINITION:** Under the direction of the Project Director of the NJ Foster Grandparent Program; Foster Grandparent Program is administered by the NJ Department of State, Office of Volunteerism; hires and supports supervision of approximately 25 FGP volunteers who serve at numerous community sites (stations) within New Jersey. The Volunteer Assistant provides overall administrative support of the Foster Grandparent Program (FGP) and serves as the coordinator of FGP volunteers in assigned counties and works effectively with staff to achieve the program's goals and compliance measures.

**POSITION DESCRIPTION:**

- Perform volunteer management duties, including: recruitment and retention of prospective and current volunteers; conducts new hire intake process, completes required paperwork and ensures satisfactory background check has been conducted prior to placement, assigns volunteers to placement sites/stations, conducts orientation, and assures that appropriate volunteer assignment plans has been developed; ensures minimum 40 hours pre-service orientation is conducted with new hires and on-going training is conducted for all volunteers as set forth in the Federal guidelines; collects and reviews timesheets and prepares FGP payroll spreadsheets for monthly volunteer stipend checks and year end time balance payroll; update and maintain volunteer files, annually ensuring that volunteers provide documentation of income eligibility and driving credentials, emergency contact information, completion of volunteer performance evaluations, assignment plans, etc. Co-coordinate volunteer recognition and appreciation initiatives with fellow staff members.
- Conduct on-going site visits to observe volunteers and program operations to ensure program compliance with CNCS/NJ FGP requirements. Build and maintain working relationship with site/station directors and liaisons. Follow up on authorization of station MOUs, ensure compliance with the MOU, address and engage in resolution of program and volunteer concerns. Coordinate and assist with conducting annual training for station directors and liaisons.
- Ensure completion and assist with compiling information for various reports.
- Promotes the Foster Grandparent Program by engaging in outreach initiatives.
- Other duties as required; all assigned duties will be within the scope and consideration of part-time hours

**REQUIREMENTS:**

**EDUCATION:** High School Diploma

**EXPERIENCE:** Two (2) years' experience in program compliance with including site visits.

**RESIDENCY LAW:** Pursuant to N.J.S.A. 52:14-7 (L.2011, Chapter 70), also known as the "New Jersey First Act," which became effective September 1, 2011, all persons newly hired by the Executive Branch on or after that date shall have one year from the date of employment to establish, and then maintain principal residence in the State of New Jersey. New Jersey State employees hired prior to September 1, 2011 who transfer from within the Executive Branch or from another State of New Jersey appointing authority without a break in service greater than seven days but who reside

outside the State of New Jersey are not required to change their principal residence to New Jersey in order to comply with the act.

**AUTHORIZATION TO WORK:** Selected candidate must be authorized to work in the U.S. According to Department of Homeland Security, U.S. Citizenship and Immigration Services regulations.

**APPLICANT INFORMATION:** Applicants should submit a cover letter with announcement #038 on subject line, resume and employment application (employment application can be found here) <https://www.nj.gov/state/assets/pdf/employment/hr-application.pdf> by close of business (5:00PM) on the closing date (January 12, 2022) to [Employment.Recruiter@sos.nj.gov](mailto:Employment.Recruiter@sos.nj.gov)

The New Jersey Department of State is an Equal Opportunity Employer