



NEW JERSEY DEPARTMENT OF STATE

NOTICE OF JOB VACANCY

POSTING: #STA-2024-026	OPEN TO: General Public
ISSUE DATE: July 1, 2024	CLOSING DATE: July 15, 2024
TITLE: Volunteer Assistant Temporary Employment Services (TES)/ Support Services	SALARY: \$29.00 per hour
DIVISION: Programs (Foster Grand Parent)	Location: Trenton, NJ

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.

This is a part-time position and travel throughout the State of NJ is required.

POSITION DESCRIPTION:

- Perform volunteer management duties
- 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.
- Ensure completion and assist with compiling information for various reports.
- Promote 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.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS

EDUCATION: High School Diploma

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

LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the duties of the position.

IMPORTANT NOTICE

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.

SAME APPLICANTS: If you are applying under the NJ “SAME” program, your supporting documents (Schedule A or B Letter), must be submitted along with your resume by the closing date indicated above. For more information on the SAME Program visit their Website at: <https://nj.gov/csc/same/overview/index.shtml>, email: SAME@csc.nj.gov, or call CSC at (833) 691-0404.

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. The State of New Jersey does not provide sponsorships for permanent residency to the United States or work visa.

FILING INSTRUCTIONS

APPLICANT INFORMATION: Forward a cover letter, resume, unofficial transcripts and employment application electronically to: Employment.Recruiter@sos.nj.gov by 5:00pm on the closing date. You must include the Job Posting #, and Last Name in the subject line of your email. Employment Application can be found here <https://www.nj.gov/csc/about/publications/forms/pdf/DPF-663.pdf>. Failure to provide all application materials requested may result in your ineligibility.

RESUME NOTE: Eligibility determinations will be based upon information presented in resume only. Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating its U.S. equivalency prior to the closing date. Failure to do so will result in your ineligibility.

The New Jersey Department of State is an Equal Opportunity Employer