



POSITION ANNOUNCEMENT

Foster Grandparent Program Supervisor

Deadline for Application: Until Filled

Cooperative Educational Service Agency 10 (CESA 10) is looking for an individual to serve as a part-time, school year Foster Grandparent Program Supervisor to be based in Chippewa Falls, Wisconsin. The Foster Grandparent Program Supervisor is responsible for the day-to-day operation of the local Foster Grandparent Program (FGP) project in coordination with guidelines by Corporation for National and Community Service (CNCS) and the FGP Advisory Council.

The ideal candidate would possess three or more years of administrative experience and work experience with senior citizens. Have proven administrative and management skills, strong oral and written communication skills, and grant writing skills. Must also be willing and able to travel to participating CESA 10 school districts.

Performance Responsibilities:

- Apply for the federal (CNCS) and state (DHS) grants to fund the CESA 10 FGP.
- Comply with CNCS's regulations, policies, and procedures.
- Prepare and submit, in a timely manner, CNCS reports.
- Recruit, train (40 hours), place, supervise (including 2 site visits per year) and support foster grandparents.
- Maintain project records in accordance with accounting department.
- Develop foster grandparent service opportunities at school sites.
- Orient school staff to the program and its activities.
- Arrange in-service training for all foster grandparents on a monthly basis.
- Arrange and/or provide for direct benefits (insurance, meals, physical examinations, recognition, stipends, transportation, and uniforms) for the foster grandparents.
- Continually check and ensure for volunteer safety at worksites.
- Develop a realistic transportation plan based on lowest cost transportation modes.
- Conduct an annual appraisal of volunteers' performance and an annual review of volunteers' income eligibility.

Complete job description information is located at: <https://www.cesa10.k12.wi.us/employment>

This is a part-time, school year position. Salary will be competitive. Interested applicants should apply through [WECAN](#). Applications will be accepted until position is filled.

**Human Resources
725 W Park Ave, Chippewa Falls, WI 54729**

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.