



JOB DESCRIPTION

This document is
used to provide a

Employee Name:	
Agency: Department of Workforce Development	BU:
Division: Serve Indiana	Section/District:
Job Title: Program Director	Job Code:
Working Title (if different from above): Employer Based Volunteer Program Manager	
Reports To: Director of Programs, Serve Indiana	
FLSA Status: <input type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt	Effective Date: 4/28/2021

Purpose of Position/Summary:

Overall the Employer Based Volunteer Program Manager (EVPM) provides leadership for the management of assessment, technical assistance and training employer based volunteer (EBV) programming for employers across the state. Duties include relationship development with leaders in the employer based volunteer industry, oversight of an assessment and reporting process as well as providing a connection between national service and EBV programming in Indiana.

The EVPM works closely with the Corporation for National and Community Service (CNCS), Department of Workforce Development agency personnel, other state and federal government units, and the nonprofit sector in support of effective grant making and best practices resulting in measurable increases in the quality of volunteer programs throughout the state. This position can expect to work with other program officer(s) as part of a team that supports and collaborates on job responsibilities.

The EVPM will also collaborate with other Serve Indiana team members in monitoring and support provided to subgrantees in Serve Indiana's funding portfolio.

Essential Duties/Responsibilities:

Employer Volunteer Program Management

- Enhance and strengthen the current EBV assessment process.
- Develop relationships with EBV leaders in companies, organizations, and governmental entities across the state.
- Create relationships and inventory organizations and businesses that provide a service to EBV programs to support a community of practitioners in this field.

- Develop a database of vendors serving the EBV field.
- Assess EBV programs across the state and report to those programs findings and recommendations.
- Monitor and report on the progress of companies, organizations, and governmental entities involved in the EBV technical assistance process.
- Lead statewide outreach efforts for the EBV technical assistance process.
- Host and lead trainings on EBV for diverse audiences.

Grants Management and Compliance

- Support the Serve Indiana team on monitoring and compliance of AmeriCorps and Indiana Kids subgrantees.
- Participate in site visits and AmeriCorps program training events as needed.
- Assist other teammates in the grant review and application process.

Other duties:

- Review and oversee monthly expense and invoice process with Assistant Director
- Provide staff support to the Commission Program Committee as needed;
- Participate in the development, implementation and maintenance of policies, objectives, and short-and long-term planning, including Indiana's State Service Plan; and,
- Represent the agency at various community and/or interagency meetings and promotes existing and new programs and/or policies as assigned

Job Requirements:

- read and interpret complex federal and state laws and regulations
- general knowledge of the general principles and practices of accounting, budgeting, and auditing
- adapt to new situations and changes in the workplace and assigned duties; the capacity to adjust assignments to maintain workflow
- be sensitive to customer needs and expectations; a willingness to respond promptly and appropriately
- exercise independent judgment within broadly defined policies and practices in developing methods, techniques, and evaluation criterion for obtaining results
- use good judgment with the propensity to think logically and foresee consequences
- comprehend, analyze, interpret, and correlate technical material and data into a variety of written reports, including the articulation of remedies in writing and/or verbally;
- establish and maintain cooperative, productive working relationships with other agency personnel, state and federal government units, grant recipients, the nonprofit sector, and the public through effective motivational and leadership skills;
- recognize and define problems by investigating and analyzing the facts, developing corrective action plans, and using resources and techniques to derive sound solutions while foreseeing potential consequences

Supervisory Responsibilities/Direct Reports: none

Difficulty of Work: moderate

Responsibility:

Personal Work Relationships:

This position can expect to work with other program officer(s) as part of a team that supports and collaborates on job responsibilities and will eventually oversee their own portfolio of programs in collaboration with the Serve Indiana Program Team. This position should also expect direct supervision from the Director of Programs and to work with the public and funded programs

Physical Effort: Ability to sit at a desk for 7.5 hours per day

Working Conditions: This position is both in office and field work-individuals should expect a cubicle for office work and meetings with the public and partners in the community.