



## Job Description: AmeriCorps Seniors (RSVP) Coordinator

<b>JOB TITLE:</b>	RSVP Coordinator	<b>LEVEL/SALARY RANGE:</b>	Up to \$42,000/year DOE
<b>REPORTS TO:</b>	RSVP Project Director	<b>REQUIRED TRAINING:</b>	
<b>LOCATION:</b>	16117 Highway 365, Little Rock, AR 72206	<b>TRAVEL REQUIRED:</b>	Yes – within the state of Arkansas
<b>POSITION TYPE:</b> <input checked="" type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME <input type="checkbox"/> EXEMPT (SALARY) <input type="checkbox"/> NON-EXEMPT (HOURLY)			

**THIS POSITION IS BASED UPON AN EXTERNALLY FUNDED SOURCE. HENCE, IF THAT CONTRACT CEASES, THIS POSITION WILL AS WELL.**

### JOB DESCRIPTION

#### DUTIES SUMMARY

The RSVP Coordinator performs professional-level work in coordinating and administering a volunteer program addressing the community's needs through volunteer resources.

The RSVP Coordinator is responsible for recruiting and assessing volunteers, coordinating placement in volunteer positions within various opportunities, and administering the program across the state. Work involves recruiting and generating new placement opportunities in non-profits, health care agencies, and governmental entities for retirees and/or older adults by matching their interests with the needs of the agencies, orienting volunteers, planning special and recognition events, maintaining the program website, creating and maintaining records and reports for the Director, and providing technical support to volunteers and agencies. The Coordinator works closely with an Advisory Council in monitoring, planning new program activities, etc. It collaborates with other department programs in planning events and attending meetings that will benefit the program. Work requires judgment, initiative, and creativity in the performance of work. Public contact requires tact, diplomacy, and firmness when necessary.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the RSVP Project Director's supervision, the RSVP Coordinator's duties include, but are not limited to, those listed below.

- Plan marketing, promotional strategies for developing interests in and recruiting volunteers
- Attend meetings of Advisory Council and other related groups
- Make presentations to various community gatherings of older adults, retirement communities, etc.
- Organize and facilitate information sessions
- Write and coordinate events and other media releases
- Maintain website program information and utilize social networking sites, email, mailouts, or phone calls update volunteers on important information
- Contribute to the Aging and Volunteer Services newsletter
- Work with non-profits to identify and develop volunteer opportunities that match volunteers' interest, skills and abilities
- Develop new and renewal memorandums of understanding with agencies
- Provide orientation with new agencies
- Meets with potential volunteers and screen to determine interests, skills, and abilities
- Discuss and coordinate placements with agencies while also ensuring placement is a good match
- Work with the volunteer on changing placements as needed
- Meet with volunteers and agency contacts as needed to resolve problems
- Provides technical assistance
- Orient volunteers before starting placements and through monthly information sessions
- Perform program administrative duties
- Review timesheets listings from agencies showing dates and times volunteer works
- Plan, collaborate and coordinate the implementation of events for volunteers and service projects
- Provide supervision of volunteers for RSVP Volunteer Center.
- Responsible for taking the lead in all National Days of Service and Volunteer Services Events
- Ensure all Federal Grant requirements are followed: Annual Safety and Accessibility Assessments; Memorandum of Understandings; Annual Volunteer Surveys; In-Kind

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Ability to recruit, train and motivate volunteers
- Ability to listen effectively
- Ability to work effectively with people from all socioeconomic levels
- Ability to establish and maintain effective working relationships with public and non-profit service organizations, volunteers, community groups interested in the programs, coworkers, supervisors, and the general public
- Ability to communicate effectively in both oral and in written forms and to make presentations
- Ability to proactively recruit volunteers and non-profit agencies to participate in the program
- Ability to problem-solve, reach effective resolutions, and provide technical assistance to agencies and volunteers
- Flexibility
- Excellent organizational skills and detail-oriented
- Experience using Microsoft Word, Excel, and PowerPoint
- Ability to analyze data, or interest in learning to analyze data
- Must have telephone speaking skills and ability to communicate well in a group situation
- Ability to multi-task and work cooperatively with others
- The ability to attend after hours and weekend meetings/events is required
- Valid AR Driver’s License and ability to drive to different as local and regional travel is a requirement of this position
- Ability to work independently and to carry out assignments to completion within parameters of instructions given prescribed routines, and standard accepted practices

**PREFERRED SKILLS**

- Bachelor’s degree or higher preferred
- Training and/or experience in work with those over 55 years of age and volunteers is essential
- Considerable knowledge of the aging process and needs of older adults
- Knowledge about community-based organizations
- Knowledge of the program guidelines
- Working knowledge of social media, constant contact, and survey monkey
- Strong skills in website design and maintenance and databases.
- Experience managing federal grants is preferred
- Grant writing reporting and writing experience a plus
- Event planning experience a plus
- Experience with National Service Program a plus

**PHYSICAL REQUIREMENTS**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA, and other federal, state, and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA, and other federal, state, and local standards
- Must be able to lift and carry up to 25 lbs. (for supplies, incentives, etc.)

**ADDITIONAL NOTES**

This position is located at Future Builders, Inc. headquarters at 16117 Highway 365, Little Rock, AR 72206.

Approved By:	Dr. Ebony Conley	Date:	2/20/2021
Last Updated By:		Date:	