



<b>Position: RSVP Program Coordinator</b>	
<b>Reports to: RSVP Director</b>	
<b>Department: Community and Volunteer Services</b>	
<b>Status: Exempt</b>	<b>Hours: 32</b>
<b>Date: 9/2018</b>	<b>Approved: Beth Stern, 9/2018</b>

### **Job Function:**

The RSVP Coordinator is responsible for volunteer recruitment and related activities that meet the Healthy Futures goals supporting older Vermonters. The RSVP Coordinator will help fulfill CVCOA's vision of "A World Where Aging is Honored" and its mission, "To Support Central Vermonters to Age with Dignity and Choice."

### **Essential Functions:**

1. Work with local nonprofit organizations (known as volunteer stations) to identify and meet the needs of older Vermonters aligned with the Healthy Futures goals.
2. Recruit, engage, and recognize volunteers in the outcome focus areas determined by the RSVP grant.
3. Provide orientation to both volunteers and the volunteer stations regarding RSVP
4. Assist volunteer stations with supporting RSVP volunteers, including ongoing communication and training.
5. Monitor the needs of the volunteers and stations and address any problems or concerns associated with placements.
6. Manage Better Impact database to maintain all records necessary for RSVP program: volunteer information and hours, track focus area volunteers, and assist with focus area surveys.
7. Assist the RSVP Director and Advisory Council with the Annual Plan that will identify yearly program direction and meet the needs of the Corporation for National and Community Service. Attend Advisory Council meetings as scheduled.
8. Attend meetings and trainings as assigned by the RSVP Director.
9. Work with RSVP Director and CVCOA Communications and Development Director on articles on RSVP volunteer activities and recruitment for local and social media.
10. Refer all individuals who want to volunteer to organizations which may be able to utilize their skills.
11. Participate in Community & Volunteer Services Department monthly meetings and activities.
12. Participate in systems advocacy work on behalf of RSVP, CVCOA and older Vermonters.
13. Other duties as assigned.

### **Knowledge, Skills, and Abilities:**

1. Bachelor's Degree.
2. Proficiency with computers, internet, Excel and databases in a Microsoft Office environment.
3. Experience working with older adults and volunteers.
4. Ability to work well with people in a variety of situations and to create partnerships in local communities.

5. Be a creative team player, as well as to work independently.
6. Ability to manage work schedule to meet deadlines for multiple projects and activities.
7. Effective written and interpersonal communication; experience with public speaking helpful.

**Physical Demands:**

1. Ability to lift up to 25 pounds on a periodic basis.
2. Typing and data entry- repetitive keyboard motion.

**Mental Demands:**

1. Ability to juggle a variety of tasks.
2. Ability to concentrate in physical space that may be distracting.

**Working Conditions:**

1. Shared office space with other staff members.
2. Travel in rural regions of Vermont in a variety of weather and road conditions on a regular basis.