



Position: AmeriCorps Seniors RSVP Program Director
Reports to: Director of Volunteer Services
Department: Volunteer Services
Status: Exempt
Date: 05/2023
Approved: John T. Mandeville, 05/2023

Essential Functions:

Administer CVCOA's AmeriCorps Seniors program, RSVP of Central Vermont and the Northeast Kingdom. Supervise program coordinators in conjunction with AmeriCorps Seniors requirements and guidelines, and CVCOA volunteer goals.

Collaborate with community partners to bring people and organizations together in community service using the four pillars of AmeriCorps.

Unite: connect individuals and organizations to help communities tackle their toughest problems.

Strengthen: provide resources and people power to organizations dedicated to the improvement of communities.

Impact: enrich the lives of those we serve and those who serve.

Lead: empower an entire ecosystem committed to the betterment of communities across America.

Job Duties:

1. Prepare and submit federal and state grant applications.
2. Develop, implement, and administer operating policies and procedures and work plan in accordance with approved grant priorities and federal guidelines.
3. Prepare and submit reports specified by federal, state, regional and other grantor agencies. Maintain all records necessary for program monitoring.
4. Adhere to the approved budget, apply sound fiscal procedures, provide budget data/reporting to accountants, supervisor and Executive Director as required, and authorize all the expenditures.
5. Work independently to continually address additional fundraising needs to meet federal match requirement.
6. Supervise, train, and evaluate program coordinators. Delegate and assign activities to accomplish goals and objectives of the programs.
7. Work with Community & Volunteer Services Department to establish and implement systems and procedures for recruitment, orientation, placement, and recognition of volunteers; provide assistance to the RSVP program coordinators in these functions.
8. Provide leadership to promote RSVP in the community by maintaining and developing cooperative working relationships with community organizations, agencies, and potential funding sources. Work with Development and Community Services Directors to coordinate messages with CVCOA operations.
9. Maintain and cultivate Advisory Council; consult with the Advisory Council on significant plans, local project policies, actions, changes and problems affecting RSVP.

10. Work with the Vermont National Senior Service Corp Directors Association to increase professionalism, training and awareness of the Senior Corp Programs.
11. Attend Corporation training programs and other appropriate meetings and conferences on aging, volunteerism and related fields as budget allows.
12. Systems Advocacy work on behalf of RSVP, CVCOA programs and Vermont elders.
13. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. BA in human services or related field; three years human services experience.
2. Demonstrated skills in grants applications and management.
3. Demonstrated skills and experience in supervision and personnel management, including conflict management, training, performance management, and skills development.
4. Organizational, leadership and empowerment skills.
5. Strong public relations skills. Public speaking skills a plus.
6. Knowledge of area resources, especially those serving seniors.
7. Self-motivated and flexible.
8. Ability to juggle paperwork and personnel demands in a timely manner.
9. Ability to work independently and as part of a team.
10. Computer experience in MS Office, particularly in Excel and other database management programs. Ability to learn new programs and systems a must.

Additional Desirable Qualifications (optional):

1. 1 year upper-level management work in social service setting.

Physical Demands:

1. Ability to travel statewide (reliable transportation required). Periodic out-of-state travel required for trainings and meetings.
2. May require lifting up to 25 pounds.

Mental Demands:

1. Attention to detail and deadlines.
2. Ability to work with a variety of public personalities, from elders to politicians.
3. Ability to multi-task.
4. Ability to understand complex social service programs.

Working conditions:

1. This position may share an office with 1-2 other people.