



Position: AmeriCorps Seniors RSVP Volunteer Coordinator	
Reports to: Director of Community Engagement	
Department: Community Engagement	
Status: Non-exempt	Hours: 40
Date: 5/2024	Approved: John T. Mandeville

Job Function:

The AmeriCorps Seniors RSVP Volunteer Coordinator is responsible for volunteer recruitment, placement, onboarding, and related activities that meet the AmeriCorps Seniors RSVP Program goals supporting older Vermonters and fostering a culture of volunteerism. The AmeriCorps Seniors RSVP Volunteer 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 AmeriCorps Seniors RSVP Program goals.
2. Recruit, engage, and recognize volunteers in the outcome focus areas determined by the AmeriCorps Seniors RSVP grant.
3. Provide orientation to both volunteers and the volunteer stations regarding AmeriCorps Seniors RSVP
4. Assist volunteer stations with supporting AmeriCorps Seniors 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 our Volunteer Management Database (Better Impact) to maintain all records necessary for AmeriCorps Seniors RSVP program: volunteer information and hours, track focus area volunteers, and assist with focus area surveys.
7. Assist the AmeriCorps Seniors 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 AmeriCorps Seniors RSVP Director and/or Director of Community Engagement.
9. Work with CVCOA colleagues on articles on AmeriCorps Seniors 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 Engagement monthly meetings and activities.
12. Participate in systems advocacy work on behalf of AmeriCorps Seniors RSVP, CVCOA and older Vermonters.
13. Other duties as assigned.

Knowledge, Skills, and Abilities:

1. Bachelor's Degree or equivalent experience.
2. Proficiency with computers, internet, Excel and databases in a Microsoft Office environment.
3. Experience working with older adults and/or 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 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.