

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.
Job Description

Position: Director of RSVP

Reports to: Volunteer Programs Manager

Salary: \$40,000

Position Type: FT

FLSA: Exempt

Location: Rockford

Supervision Exercised: Yes

JOB SUMMARY:

The RSVP Director is responsible for the daily management of the RSVP. The RSVP Director functions as a working project manager, actively involved with community organizations, RSVP volunteers, and volunteer stations.

Essential Duties and Responsibilities include the following. Related duties may be assigned.

- Meet indicator targets established with funding sources.
- Provide administrative oversight of RSVP Volunteer Services including; selecting, training, and supervising program staff, monitoring staff performance, maintaining work schedules, developing and implementing procedures, and generating required reports.
- Attend annual RSVP conference. This year's conference will be May 11-13, 2020, in Crystal City, Virginia.
- Working with marketing department in planning and executing fundraising efforts.
- Monitor in-kind support.
- Maintain program quality by planning annual program goals and objectives designed to meet critical community needs while offering opportunities for volunteers to maintain their self-esteem and usefulness through service to their community.
- Oversees program activities, supporting coordinators as they serve volunteers and volunteer stations.
- Provide leadership, information and consultation to staff, volunteers and stations.
- Mediate concerns or conflicts, which may arise within the program.
- Working with marketing department, develop positive public relations and communications in the RSVP community by providing informational programs to interested groups and organizations.
- Working with the marketing department, prepare newsletters and other media materials, and host volunteer recognition events that promote program activities.
- Research locations and conduct RSVP outreach at locations with large concentrations of older adults, such as senior centers, senior apartment buildings, etc.
- RSVP outreach may include (but is not limited to): public presentations, tabling, attending meetings, sitting on committees, etc.
- Keep Senior Corps Advisory Council members informed and solicit their participation and advice on matters affecting program operations.
- Work in cooperation with Lifescape, Advisory Council members and volunteers station staff to obtain resources for programs.
- Serve on community boards, councils and committees supporting RSVP.
- Maintain professional knowledge and skills by attending relevant workshops, training and conferences as assigned.
- Review professional materials and literature to improve program performance.
- Represent the agency professionally in manner, speech and dress.
- Perform other duties as assigned.

ESSENTIAL FUNCTIONS:

- Must be able to read, analyze and interpret professional literature.

- Must be able to mediate concerns and/or conflicts among volunteers and staff.
- Must be able to write for publication and presentation.
- Must be able to function under varying circumstances and be flexible.
- Must have physical mobility to perform job-related duties outside the office environment.
- Must be able to work independently.
- Must be able to operate computer and other office equipment as require in performance of job duties.
- Must possess ability to solve problems, interpret and follow instructions furnished in written, oral or schedule form.
- Must be able to lift a minimum of 40 pounds in setting up displays and equipment for events and activities.

MINIMUM REQUIREMENTS:

- Must be 21 years of age.
- Must have three to five years proven experience working with volunteers and a Bachelor’s Degree or equivalent experience.
- Must have proven managerial and motivational skills.
- Must be detail-oriented and computer literate.
- Must have valid driver’s license, clean driving record and own transportation with current insurance coverage. Not have been convicted within 3 years of the date of application of any of the following offenses involving the operation of a motor vehicle: Driving Under the Influence of alcohol and/or drugs (DUI), Reckless Driving, Leaving the Scene of an accident involving death or personal injury, Drag Racing, Manslaughter, Reckless Homicide, Reckless Conduct
- Ability to attend after hours and weekend meetings/events and regional travel is required.
- Must be able to work and communicate effectively with older persons, persons with sight and hearing impairments, and persons with a variety of economic, social, and cultural backgrounds with an emphasis on seniors.
- Must be able to perform essential functions of position.

I have received a copy of this job description:

Employee Name

Signature

Date