

LIFESCAPE COMMUNITY SERVICES/COMMUNITY KITCHEN, INC.
Job Description

Position: RSVP Volunteer Coordinator

Reports to: RSVP Director

Salary: \$30,000

Position Type: FT

FLSA: Non- Exempt

Location: Rockford

Supervision Exercised: Yes

JOB SUMMARY:

This position will be responsible for working with the RSVP Director to create and implement recruitment strategies for RSVP. This includes recruiting new volunteers ages 55 and older, as well as re-establishing relationships with volunteers who previously volunteered in RSVP. The RSVP Volunteer Coordinator will be essential in evaluating each RSVP volunteer's skills, strengths, and interests in order to find the best worksite(s) for each volunteer. This position will work with the RSVP Director to develop a system for maintaining relationships with volunteers and volunteer stations. The RSVP Volunteer Coordinator will be responsible for ensuring volunteer stations report their volunteers consistently and in a timely manner. Along with recruiting and maintaining volunteers the RSVP Volunteer Coordinator will perform tasks as assigned by the RSVP Director.

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

- Meet indicator targets established with funding sources
- Attend weekly meetings led by the RSVP Director and Lifescape's Volunteer Programs Manager
- Utilize Volunteer Reporter system to track and report volunteer activities, and track status of potential volunteers
- Report volunteer activities to RSVP team once a month
- Assist with community RSVP outreach events and recognition programs
- 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.
- Make introductory calls, send introductory emails, and make face to face visits to explain the RSVP program and schedule presentations
- Coordinate with volunteer stations to effectively recruit participants. Follow up with participants as necessary to promote & maintain volunteer attendance
- Provide & collect proper documentation & materials for each volunteer and worksite
- Deliver the volunteer information to the RSVP Assistant so it can be entered into the Volunteer Reporter system
- Complete satisfaction and/or other surveys in timely manner and record results
- Record services in Volunteer Reporter system
- Complete registration and other necessary forms for each new RSVP volunteer
- Work with RSVP Director to coordinate and run orientations for new RSVP volunteers
- Build rapport with other local older adult organizations, clubs, groups, etc. to promote RSVP
- Maintain accurate record of schedule accessible to supervisor in your absence
- Attend networking meetings as assigned by RSVP Director

- Maintain electronic records of all contacts and presentations made for the current fiscal year
- Keep RSVP Director updated on any changes or items of note related to the program, hours worked, etc.

ESSENTIAL FUNCTIONS:

- Must be able to read, analyze and interpret professional literature
- Must be able to mediate concerns and/or conflicts among volunteers
- 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 required 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

Qualification: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and /or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM REQUIREMENTS:

- Must be 21 years of age
- Must have Associate’s Degree or equivalent experience
- 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
- Must be able to work and communicate effectively with older persons, persons with sight and hearing impairments, and persons of all 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 Employee Signature Date