

COASTAL COMMUNITY ACTION PROGRAM

101 E Third Street
Aberdeen, WA 98520

JOB DESCRIPTION

TITLE: RSVP Program Coordinator

JOB CLASSIFICATION: Coordinator **SALARY RANGE:** V-VII

IMMEDIATE SUPERVISOR: Social and Employment Services
Department Manager

PROGRAM: Retired Senior Volunteer Program (RSVP)

SUMMARY DESCRIPTION: This position is responsible for the day to day aspects of the RSVP program.

FUNCTIONAL RESPONSIBILITIES:

- Coordinate RSVP staff
- Recruit and coordinate RSVP volunteer corps
- Recruit and coordinate RSVP volunteer sites
- Collaborate with Program manager to ensure contract compliance
- Collaborate with Program manager reference budget expenditures
- Collaborate with Program manager reference grant/funding applications and updates.
- Maintain electronic and paper volunteer files in accordance with governing ordinances
- Assist with program fundraising in accordance with governing ordinances
- Attend staff meetings and trainings as assigned
- Act as liaison with media
- Distribute publication of a quarterly news letter
- Attend State and National RSVP meetings/conferences, as budget allows
- Establish and ensure maintenance of data bases for reenrollment of volunteers, worksites and PSA
- Plan and host recognition events in accordance with governing ordinances
- Other duties as assigned

QUALIFICATIONS:

1. High School diploma or GED Required.
2. Some college preferred.
3. Organizational skills.
4. Proficiency in Windows, Microsoft Office Programs and Web based applications.
5. Demonstrate successful work history and relevant education.
6. Ability to work in a team environment.
7. Work flexible hours as assigned, able to organize own time for work.
8. Ability to communicate orally and in writing.
9. Self-starter
10. Access to reliable transportation, driver's license may be required.
11. Must maintain contractually required acceptable background checks.
12. Initial hiring for this position is contingent on eligibility determined by the results of the National Service Criminal History Check.

It is the policy of Coastal Community Action Program to assure that no individual be excluded from employment or employment opportunities on the grounds of race, color, age, sex, religion, national origin, marital status, or presence of sensory, mental or physical handicap, or Vietnam era and disabled veterans, or be denied the benefits of any of the agency's employment opportunities or delegate or contracted project agency.

Updated Jan 4, 2019 by John O'Lague