

Job Description:

RSVP DEWITT COUNTY VOLUNTEER COORDINATOR
Temporary Position

GENERAL RESPONSIBILITIES

Major responsibilities include working with diverse populations, planning, fund raising, volunteer recruitment and development, and networking throughout the community.

EXAMPLES OF WORK

Develop, implement, and evaluate short and long term goals to achieve mission.

Direct and evaluate program activities to meet goals.

Recruit, train, organize and supervise volunteers 55 years and over for diverse volunteer positions.

Actively search for and develop volunteer stations to meet the needs of the community and national service requirements.

Network with community groups, religious and faith communities, ethnic/cultural groups, health and human service providers, business, education and neighborhood groups.

Develop, direct and implement public relations and communications to support program goals in conjunction with RSVP Program Director.

Maintain a climate that attracts, keeps, and motivates qualified professionals and volunteers.

Recommend policies and long term goals to achieve mission to the RSVP Advisory Council.

Assist with the development, direction and evaluation of fund raising activities.

Train and supervise office staff as needed.

Participate in all required staff and Board meetings.

Perform related duties as required.

QUALIFICATIONS

Candidates should have experience working with volunteers. Good interpersonal skills, openness and flexibility in working with diverse groups and enthusiasm for working collaboratively on community issues is essential. There are no minimal educational or experiential requirements.

However, the successful candidate should be able to demonstrate, through education, achievements or other experiences, that s/he possesses the above qualifications. Applicants must be able to perform the following: Lift and carry 30-50 pounds, sit and/or stand for prolonged periods of time, bend, twist, stoop, or kneel, exhibit manual dexterity, vision correctable to 20/20 or sufficient to complete job responsibilities, including color recognition, hearing correctable in order to complete job responsibilities.

SALARY AND BENEFITS

The salary range for this position is \$10,000 to \$11,500 annually. Raises are provided each year based on performance and available funds. Fringe benefits include paid holidays, up to 19 paid leave days, matching retirement fund, and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This is a 20 hour per week position. The RSVP DeWitt County Volunteer Coordinator has office space at 803 West Leander Street, Clinton, Il., and is supervised by the Retired and Senior Volunteer Program Director. Most of the work will be done at the office, churches, schools, businesses, and neighborhood settings. The job requires occasional evening and weekend work. This position is subject to the Fair Labor Standards Act.

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