

RETIRED AND SENIOR VOLUNTEER PROGRAM ASSISTANT

GENERAL RESPONSIBILITIES

Major responsibilities of this position include volunteer recruitment and placement. Also, computer work in regards to the creation and upkeep of RSVP documents, flyers and programs. The Program Assistant is directly responsible to the RSVP Director. The Retired and Senior Volunteer Program is sponsored by Dove. Dove, Inc. is a church-based multi-program human services agency. RSVP is a national program of volunteer service for older Americans 55 years and over, administered through the Corporation for National and Community Service, a federal agency.

EXAMPLES OF WORK

Recruits, orientates, and places volunteers 55 years and over. This would include speaking engagements when appropriate.

Assist new volunteers with choice of possible volunteer sites to coincide with areas of interest.

Maintains a working relationship with RSVP stations.

Provide placement of volunteers upon station requests.

Develops and updates ongoing memorandums of understanding (MOU=s) for each station site.

Coordinates the Dove, Inc. Children's Clothing Room.

Contacts volunteers and stations regularly to check progress.

Assists in the planning and presentation of recognition events.

Completes monthly written report and assists with other volunteer reports as necessary.

Cooperates fully with other programs operated by Dove including assisting with the annual Coat Drive.

Sorts mailings as required and delivers it to the Post Office.

Attends and participates in RSVP Advisory Council and required staff meetings.

Attends and participates in all required Dove and Program Specific meetings and attend conference and trainings as required by the program.

Attends and participates in agency and program events.

Performs related duties as required.

QUALIFICATIONS

Applicants should have experience working with persons 55 years of age and older, and of various backgrounds. Previous experience in volunteer programs (including service as a volunteer) and interagency cooperation is preferable. Computer experience in Microsoft, WordPerfect, experience with data bases and data entry especially in the creation of documents and programs, as well as public speaking skills are desired. Applicants must be extremely reliable, schedule time wisely, and have the ability to work independently. A valid driver's license and access to an automobile is required. 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. Prior to employment all employees are subjects to background and drug checks as required by program grants and the Dove, Inc. Personnel Policy. These checks may be updated periodically.

SALARY AND BENEFITS

The salary range for this position is \$13,000 to 18,200 or \$10 to \$14 with raises each year depending on performance and availability of funds. Fringe benefits include paid holidays, up to 19, 5 hour paid leave days per year, matching retirement fund, direct deposit, and an Employee Assistance Program.

WORK CONDITIONS AND ENVIRONMENT

This position requires 25 hours per week. This employment is contingent upon continued funding for this position. Work space is provided at Dove's office, 302 South Union. Scheduling for this position is determined by the immediate supervisor. Days worked may include week-ends, evenings and/or holidays. This position is exempt from the requirements of the Federal Fair Labor Standards Act

DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER