



*Dove, Inc., established in 1970, is a multi-program social service agency working to meet unmet needs and to find solutions to social injustices.*

*Dove, Inc. | 302 S. Union, Decatur, IL 62522 | [doveinc.org](http://doveinc.org) | [dove@doveinc.org](mailto:dove@doveinc.org)*

## **Retired and Senior Volunteer Program • RSVP** **DeWitt County Volunteer Coordinator Job Description**

The Retired and Senior Volunteer Program is one of a team of four community outreach, volunteer driven based programs and one of the seven program areas of Dove, Inc. RSVP is a national Service program for volunteer service exclusively for older Americans 55 years and over, administered through the AmeriCorps and part of the AmeriCorps Seniors programming.



### **GENERAL RESPONSIBILITIES**

Major responsibilities include volunteer recruitment and development working with diverse populations, public speaking to include program presentations to a variety of groups, planning program events, 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.
- In conjunction with RSVP Program Director, develop, direct and implement public relations and communications to support program goals.
- 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.
- Train and supervise office staff and volunteers as needed.
- Attends and participates in all required Dove and Program Specific meetings and events.
- Attends and participates in agency and program events.
- Maintain contact and develop solid relationships with current volunteer station staff and volunteers,
- Performs 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. A valid driver's license and insurance is required. 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 \$13,600 to \$15,000 annually. Raises are provided each year based on performance and available funds. Fringe benefits include paid holidays, up to 19 paid 4 hour leave days per year, direct deposit, matching retirement fund and an Employee Assistance Program.

## **WORK CONDITIONS AND ENVIRONMENT**

This is a 20 hour per week position. This employment is contingent upon continued funding for this 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. Staff meetings and events will take place at the Decatur office 302 S. Union St. and/or Macon County. Days worked may include weekends, evenings and/or holidays. This position is subject to the Fair Labor Standards Act.

**DOVE, INC. IS AN EQUAL OPPORTUNITY EMPLOYER**

Revised July 2022