

INCA Community Services

Job Description



Title:	RSVP Project Coordinator	Reports to:	RSVP Director
Program:	RSVP	Status:	Full Time/Full Benefits
Approved:	October 2020	Wage:	Salary Scale

Job Summary: Responsible for coordinating and implementing all organizational activities associated with the RSVP project. Spend time recruiting, matching, and supporting volunteers and volunteer stations in all RSVP served counties. Currently serving Atoka, Carter, Coal, Garvin, Johnston, Love, Marshall, Murray, and Pontotoc. Assure volunteers have the opportunity to maintain their health and sense of usefulness through community service and community engagement. Assists with meeting the performance and recording requirements of all funding sources for RSVP in a timely manner. Will be responsible for the maintenance of program records. Works closely with the RSVP Director to ensure goals and objectives of the program are met, project activities are successfully implemented and evaluated, and community involvement and rapport maintained.

This position has recurring access to a vulnerable population.

Essential Functions: *The below is intended to describe the general nature and level of work performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.*

- Recruit, orient, and coordinate placement of RSVP volunteers.
- Assess volunteer needs of the community.
- Maintain appropriate program records.
- Prepare all reports accurately and submit timely, including quarterly reports, volunteer tracking, preserving records, and other program records as needed.
- Develop and maintain close coordination with volunteer stations or projects.
- Ensure that volunteer stations are public or private non-profit organizations or an eligible proprietary healthcare agency capable of serving as a volunteer station for the placement of RSVP volunteers and maintaining current Memorandums of Understanding(MOU) with volunteer stations;
- Assess appropriateness and performance of volunteer stations or projects.
- Responsible for coordinating recognition for volunteers.
- Plan, coordinate, inform, and provide oversight to the RSVP Advisory Council.
- Provide support and information to RSVP volunteers. Maintain a relationship with RSVP volunteers through visits, phone calls, emails, etc.
- Develop and maintain RSVP identity among RSVP volunteers.
- Represent the program and organization appropriately at health fairs, community events. United Way campaign meetings/events, etc. as necessary.
- Garner, monitor, and record in-kind support.
- Work with the agency, RSVP Advisory Council, and volunteer stations to obtain resources for the RSVP project.
- Provide project content and regular updates for INCA board, social media, website content, and other public relations and written materials for creating awareness and/or appreciation of RSVP.
- Works with the Associate Director to ensure organizational compliance with all aspects of 45 CFR Part 2553 of the Federal Register.

General Duties:

- Attend work punctually and regularly to provide consistency of service.
- Attend upon request all staff and other appropriate meetings, training and conferences some of which may require out-of-town travel and evening/overnight attendance.
- At all times maintain a professional attitude and confidentiality of all records and information.
- Demonstrate commitment to mission, values, and policies in the performance of daily routines.
- Perform other program-related assignments as designated
- Present a positive image of the agency to members of the community.
- Must be able to travel on a daily basis.

Supervisory Relationships:

Works under the direct supervision of the RSVP Director. Shall work cooperatively with agency staff, RSVP Advisory Council, RSVP volunteers and volunteer stations, and other project partners in the implementation of the goal and objectives of the program.

Knowledge and Skills:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, certification, licensing, experience, knowledge, skill and/or ability required.

- Excellent oral and written communication skills including writing marketing materials, newsletters, and public speaking
- Ability to utilize social media outlets along with other conventional media of print and broadcast.
- Ability to work as part of a team and independently with minimal supervision
- Ability to manage multiple projects simultaneously, and the ability to prioritize efficiently
- Ability to lead and inspire others
- Ability to deal with sensitive materials, demonstrating a high level of trust and respect for confidentiality of information.
- Hands-On experience with current office equipment: phones, multimedia equipment.
- Hands-On experience and proficiency with: computer hardware and software including but not limited to: Microsoft Office, Internet and e-mail.

Qualifications

Education: Minimum of a High School Diploma or equivalent. Any business related certification or degree is preferred, but not required.

Experience:

Preferred:

- Knowledge of volunteer services, recruiting and media preferred.
- Some experience in administration, including working with budget constraints;
- Experience in reading, interpreting and implementing guidelines and following written and oral instructions;
- Experience working with volunteers and/or community groups or recruitment a plus.
- Proficient computer skills and knowledge including Microsoft Office and Excel, Internet, and E-mail.
- Comfortable speaking in public settings and to a variety of people.
- Experience in not for profit setting;

General:

- Must be twenty-one years of age;
- Good computer skills required: including Word, internet usage, email and database skills.
- Must have reliable transportation, a valid Oklahoma driver's license, liability insurance on personal vehicle, and a safe driving record.
- National Service Criminal History Check Assessment, Motor Vehicle Report (MVR) and Drug/Alcohol Testing clearance required.
- Must be able to work a flexible schedule including some evenings and/or weekends.

Physical Requirements: Employee must be able to:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sit for extended periods of time;
- See and read a computer terminal and printed matter with or without vision aids;
- Hear and understand speech at normal levels and on the telephone with or without hearing aids;
- Speak so that others may understand at normal levels and on the telephone;
- Enter data into a computer terminal, operate mainframe/personal computers, operate standard office equipment and dial a telephone;
- Operate a motor vehicle;
- Clear and understandable speaking ability;
- Some travel by auto with exposure to traffic in year round weather conditions;
- Occasional travel with overnight stays;
- Work in a clean office environment with moderate noise levels.

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Acknowledgment: I acknowledge receipt and understand the contents of this job description.

**Signature of
Employee:**

Date:

Revised 10/20