

# INCA Community Services



## Job Description

<b>Title:</b>	RSVP Project Director	<b>Reports to:</b>	Executive Director
<b>Program:</b>	RSVP	<b>Status:</b>	Non-Exempt/Full Time/Full Benefits
<b>Approved:</b>	June 2021	<b>Wage:</b>	(see Salary Scale)

### Job Summary:

Position is a working project director, responsible for coordinating all organizational activities associated with the RSVP project. Shall be actively involved with community organizations, RSVP volunteers and volunteer stations. The director shall coordinate and facilitate achievement of project goals and objectives. Shall perform the duties of program coordinator for Johnston and Murray counties.

*This position has episodic 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.*

### Project Director Duties:

1. Ongoing recruitment of retired and/or senior (age 55+) volunteers and volunteer stations;
2. Generating and submitting appropriate paperwork, reports and grant requests, including data collection on performance measures completed by volunteer activities to the Corporation for National and Community Service as outlined in 45 CFR Part 2553 of the Federal Register;
3. Complete all relevant record keeping for volunteers and volunteer stations as described in the 45 CFR Part 2553 of the Federal Register;
4. Maintaining required fiscal and program records, preparing quarterly reports and preserving records.
5. Developing and annually updating a plan for promoting service by older adults within the project service area;
6. At least annually assessing the placement of RSVP volunteers to ensure their safety and assess their impact on community needs;
7. Representing the program and organization as appropriate at health fairs, community events, United Way campaign meetings/events etc. as necessary;
8. Development of relevant training materials for program volunteers and volunteer stations;
9. Training for program volunteers and volunteer stations;
10. Ensuring 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 with volunteer stations;
11. Developing and maintaining positive relationships with program volunteers and volunteer stations;
12. Under the direction of the Chairperson of the RSVP Advisory Board, coordinating all RSVP Advisory Board meetings and activities;
13. Coordinate fundraising activities associated with the RSVP program;
14. At least annually planning and implementing a RSVP recognition event;
15. Ensuring organizational compliance with all aspects of 45 CFR Part 2553 of the Federal Register.

### County Coordinator Duties:

1. Assess volunteer needs of the community assigned;
2. Develop working relationship with the local media, civic organizations, chambers of commerce, and other aging programs;
3. Collect monthly time sheets from volunteer stations and record time in Volunteer Program software;
4. Generate, monitor, and record in-kind donations from assigned counties;
5. Recruiting, orienting, placing and arranging for assignment of RSVP volunteers;
6. Maintaining close coordination with volunteer stations;
7. Maintain appropriate program records.
8. Prepare all reports accurately and submit them timely.
9. Provide support and information to RSVP volunteers. Maintain a relationship with all RSVP volunteers through visits, phone calls, emails, newsletters.
10. Develop RSVP identity among RSVP volunteers.
11. Work with the agency, RSVP Advisory Council and volunteer stations to obtain resources for the RSVP project.
12. Assist in the development and maintain current reports, e-newsletters, website content, and other public relations and written materials for creating awareness and/or appreciation of RSVP.

**General Duties:**

1. Attend work punctually and regularly to provide consistency of service;
2. 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;
3. At all times maintain professional attitude and confidentiality of all records and information;
4. Demonstrate commitment to mission, values, and policies in the performance of daily routines;
5. Perform other program-related assignments as designated;
6. Present a positive image of the agency to members of the community.

**Supervisory Relationships:**

Works under the supervision of the Executive Director and is accountable to the Board of Directors and RSVP advisory council, and other sponsoring agencies.

**Knowledge and Skills:**

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

- Must be able to communicate tactfully with the public.
- Must be able to write proposals, collect, correct and disseminate program information.
- Have the ability to involve, lead, and organize people.
- Ability to read, interpret and implement program guidelines efficiently and effectively.
- Ability to interpret and implement complex policies and regulations.
- Ability to work independently and maintain professional boundaries and confidentiality.
- Strong organization and time management skills, ability to meet tight deadlines.
- Strong verbal and written communication skills.
- Ability to work well with people of diverse cultural and socioeconomic groups, respect confidentiality, able to work within ethical and legal parameters of social services.
- Modern office methods and procedures including establishment and maintenance of files and information retrieval systems, and fiscal record keeping methods and procedures
- Flexible and self-motivated to handle the needs of the staff and program participants
- Prepare clear, concise, and accurate records and reports.

**Qualifications:**

**Education:**

- High School diploma, or equivalent, required. Any business related certification or degree is preferred, but not required.

**Experience:**

Preferred:

- 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 is 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 have a valid Oklahoma driver’s license. Automobile and insurance
- Must have reliable transportation with at least liability insurance, a good driving record and a valid Oklahoma driver’s license.
- 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 6/14