

**Cornerstone Assistance Network
Community Services Division**

JOB DESCRIPTION

POSITION TITLE: **RSVP Assistant Program Coordinator, Community Services Division**

A Division of Cornerstone Assistance Network.

STATUS: Full-time/Exempt.

SALARY RANGE: \$32,000/yr depending on experience

BEGINNING DATE: October 1, 2015

REPORTS TO: RSVP Coordinator, Cornerstone Assistance Network

POSITION SUMMARY:

Senior Corps RSVP is the Retired and Senior Volunteer Program that is funded by Corporation for National and Community Service. The RSVP assistant program coordinator is a designated staff member to help assist in managing the RSVP project. They will work alongside the Coordinator of RSVP seeking to effectively engage individuals at least 55 years of age into volunteer service within Tarrant County. The RSVP assistant program coordinator works cooperatively with other sponsor staff, Community Advisory Group members, volunteer station staff, and officials of the Corporation for National and Community Service to program, plan, and implement the RSVP project. Works 40 hours per week.

DUTIES AND RESPONSIBILITIES:

Under the direction of the Coordinator of RSVP the RSVP Assistant Program Coordinator duties include, but are not limited to:

1. Recruits volunteers through presentations to community groups including older adult and retiree groups, and pre-retiree groups of corporations. Also recruits one-on-one in the community as opportunity arises.
2. Plans and implements recruitment, orientation, placement, ongoing support, follow-up and recognition for volunteers.
3. Contacts community agencies that are within the Corporation emphasis areas to assess the needs and to develop individual assignments for volunteers. Develops new relationships with nonprofits to innovate volunteer opportunities.
4. Helps plan, develop and implement publicity in cooperation with Coordinator of RSVP.
5. Follow up within 24 hours (one business day) on interested persons seeking volunteer opportunities for referral.

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6. Schedules, arranges and coordinates special one-time projects utilizing existing RSVP individual volunteers and recruiting for these special assignments.
7. Develops & communicates monthly volunteer opportunities as requested by the volunteer stations to volunteers through Constant Contact program. Keeps email database of volunteers and volunteer stations up to date.
8. Contacts assigned volunteer stations on a regular basis to assess program progress, inquire about new volunteer opportunities, and update assigned Memorandum of Understanding (MOU). Makes 3 station visits per month which includes one volunteer shadowing experience.
9. Works with other RSVP team members on joint team projects as needed.
10. Assists RSVP Coordinator with preparation of all required reports and prepares monthly progress reports.
11. Provides staff assistance to the RSVP Advisory Council.
12. Attends regular staff meetings and in-service trainings.
13. Performs other duties as assigned by the RSVP Coordinator.

QUALIFICATIONS:

Bachelor's degree or equivalent experience in social services, preferably in the field of aging or volunteerism. Experience in working with volunteers and/or older adults. Demonstrated administrative and/or organizational skills. Strong interpersonal, written, and oral communication skills. Reliable transportation as light traveling is required. Computer literacy and familiarity with Microsoft Office Suite. Background check required.

To apply please email resume & cover letter to alim@canetwork.org.