



# Volunteer Center of Cedar Valley

## RSVP PROGRAM COORDINATOR JOB DESCRIPTION

Reports to: Executive Director

Purpose: This fulltime, salaried position will develop and implement strategies in conjunction with the Volunteer Center of Cedar Valley with specific emphasis of connecting, mobilizing and inspiring volunteers age 55 or better in mission driven opportunities through the RSVP Program. Provide training and resources to non-profits to enhance volunteer management practices and collaborate on a local and regional level to improve volunteerism.

Key responsibility Areas:

**1. Manage RSVP Program**

- Build relationships with nonprofits
- Recruit, orient and refer volunteers to appropriate roles based on skills and interests
- Recognize volunteers' time and impact along with the nonprofits they serve
- Track and report performance measures for the VCCV and CNCS
- Provide technical assistance and training to nonprofits in accordance with grants
- Collaborate with VCCV Board of Directors, Committees, and Staff to grow RSVP Program
- Manage communication and provide support to RSVP Advisory Council
- Prepare and assist with grant writing with Executive Directors support

**2. Implement objectives in conjunction with the VCCV's Strategic Plan**

- Collaborate with VCCV staff to implement volunteer engagement strategies
- Promote and market RSVP Program through various newsletters, social media and other outreach activities
- Build relationships with faith-based, retiree groups, schools, and businesses

**3. Support the VCCV's mission**

- Attend Board of Directors meetings as a staff representative and other committee meetings as a member
- Follows policies and procedures as defined by the Executive Director and Board of Directors
- Assists in the control of the VCCV's resources
- Under the direction of the Executive Director and VCCV Board of Directors, complete additional duties as assigned. This may include special event and conference planning and implementation, and public speaking engagements

Job Requirements:

Bachelor's degree from an accredited college or equivalent experience. Federal grant management experience preferred.

### Skills and Attributes:

- Innovation and Creativity – Remains open to new ways of doing business. Critically examines rules to see if they have outlived their usefulness. Flexibility, adaptability and openness to change. Commitment to continuous learning.
- Action Oriented/Results Driven – Demonstrate strong drive to achieve meaningful results and ability to follow-through on commitments. Able to anticipate and resolve problems effectively. Work on concurrent assignments and meet deadlines.
- Effective Communication – Prepare clear, complete and concise reports. Ability to work effectively with volunteers and staff. Must maintain confidential information. Good interpersonal and relationship building skills.
- Cultural Competency – Ability to understand, communicate with, and effectively interact with people across cultures.
- Relationship Management – Works to understand, relate to and engage constituents to improve their experience with the VCCV and generate more significant relationships with them. Grows relationships to drive positive impact for the community on issues identified as being important.