

**Job Title:** RSVP Volunteer Coordinator

**FLSA Status:** Non-Exempt

**Job Status:** Part-time/Light Duty – Reports to RSVP Director, Decorah Public Library Director

**Vulnerable Population:** This position will have regular access to a vulnerable population of persons ages 55 and older

**Confidentiality:** RSVP staff is required to uphold the confidentiality of volunteers, stations and the people they serve.

### Essential Duties Required:

#### **Volunteer Management**

- Assist in the recruitment of new internal and external volunteers through print, radio, and social media marketing, presentations, and attendance at events that attract seniors
- Ensure that prospective internal and external volunteers complete necessary paperwork
- Discuss internal and external volunteer opportunities with prospective volunteers to determine interests and schedules
- Assist in providing orientation for new internal and external volunteers
- Assist in developing and maintaining supply of volunteer handbooks
- Assist in organizing training sessions for internal and external volunteers
- Match volunteers with station needs
- Develop job descriptions
- Make contact with all new internal and external volunteers or those whose service status has changed within 30 days
- Make contact with all internal and external volunteers at least once annually to determine satisfaction with station assignments and/or need for a new placement
- Maintain confidentiality of volunteers
- Assist in overseeing internal volunteer tasks

#### **Station Management**

- Ensure that stations understand time sheet and data collection requirements
- Collect monthly time sheets from volunteer stations and ensure completion of all required fields
- Maintain regular contact with station representatives regarding volunteer needs/concerns, and to ascertain whether new volunteers are a good fit
- Provide stations with volunteer information

#### **Records Management**

- Set up and maintain volunteer files according to AmeriCorps Seniors standards
- Note contact with volunteers and stations in appropriate files
- Utilize reporting software to help develop job assignments, job descriptions, and to record or oversee internal volunteers who record volunteer hours
- File copies of all volunteer time sheets

#### **Other**

- Report internal and external volunteer activities to RSVP Advisory Council at quarterly meetings
- Assist with internal and external volunteer appreciation events
- Provide 'Volunteer Needs' articles for RSVP newsletter
- Maintain RSVP website and social media accounts (no coding required)
- Attend Decorah Public Library staff meetings
- Learn all policies and procedures for AmeriCorps Seniors/ RSVP program

Other duties as deemed necessary for the successful operations of the RSVP Program

**Required Travel:** (Use City of Decorah travel car whenever available; follow City policy regarding usage.)

Applicant must also have own vehicle and maintain proper vehicle insurance.)

- Travel for recruitment & orientation of volunteers
- Travel to stations
- Other as deemed necessary and/or required by RSVP Director or DPL Director

### Skills, Knowledge and Abilities Required:

- Excellent written and oral communication skills
- Excellent interpersonal skills and the ability to work effectively with volunteers, stations, and funders
- Computer literacy which includes Microsoft Word, Excel, Publisher and familiarity with data entry systems

### Qualifications:

- High School Diploma or equivalent
- Previous experience working with non-profit agencies, volunteers, and older adults desired

### Work Environment:

- The Decorah Public Library is located in a 2 story, handicap accessible building
- Medium work requiring the exertion of up to 50 pounds of force occasionally and up to 20 pounds of force frequently

**The City of Decorah is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act the City will provide reasonable accommodations to qualified individuals and encourages prospective employees and incumbents to discuss potential accommodations with the employer.**

### **Position is subject to**

- **pre-employment physical exam including drug testing**
- **three-part criminal history check including fingerprinting, statewide criminal history repository check, and a National Sex Offender Public Registry Check**
- **Motor Vehicle Record review prior to employment and thereafter on a regular basis**

**Note: This job description includes the primary job duties and requirements for this position. However, this job description is not intended to provide an exact description of all job duties and requirements. The City of Decorah reserves the right to change this job description at any time.**

**The City places a high premium on its image and, as such, expects all employees to consistently behave in a manner which reflects positively upon the City of Decorah.**

5/10/2022