

# LIVE UNITED



## United Way & Volunteer Services of Greater Yankton Job Description

**Mission Statement:** To change lives and improve our community by mobilizing people and resources to drive strategic impact in Education, Financial Stability and Health.

**Position Title:** RSVP Project Coordinator

**Directly Reports To:** United Way & Volunteer Services of Greater Yankton (UWVS) Executive Director

**Summary of Position:** RSVP matches adults 55 and over with volunteer opportunities, utilizing their talents, expertise, and life-long experiences to address critical community needs. RSVP is Americas largest volunteer network for people 55 and over with 300,000 plus volunteers in communities nationwide.

United Way of Greater Yankton's RSVP Project Coordinator is responsible for the programming and operations of the RSVP project in Clay, Yankton and Davison Counties in South Dakota.

Responsible for the management of the Retired & Senior Volunteer Program (RSVP). The RSVP Project Coordinator works cooperatively with other staff, Community Advisory Group members, volunteer station staff, and officials of AmeriCorp Seniors to program, plan, and implement the RSVP project. Also responsible for public relations for the project and maintenance of program records.

Requires high level of integrity, passion for volunteerism, philanthropy and helping people in need; excellent verbal and written communication skills, knowledge of local non-profit human services and volunteer coordination or event planning experience. Understands and is committed to carrying out the mission, volunteer program responsibilities, and may serve as a UWVS representative for community functions.

### Essential Duties & Responsibilities:

#### **Oversee RSVP program activities & programming**

Recruit volunteers assessing their interests and abilities for placement at applicable service stations to effectively utilize their talents

Support volunteers and volunteer stations - providing leadership, information, and consultation

Mediate concerns or conflicts which may arise within the program

#### **Maintain RSVP program quality**

Plan annual program goals and objectives that ensure that volunteers are placed in outcome-based assignments with measurable results designed to meet critical community needs while offering meaningful opportunities for the volunteers to serve their community

Lead on volunteer database management

#### **Assists with administrative oversight of RSVP project**

Ensure compliance with terms and conditions of the federal grant and applicable federal regulations

Assist with preparation of RSVP budgets, implement procedures, and generate all required reports

Provide progress report to RSVP Community Advisory Group and UWVS Executive Director periodically

#### **Develop positive public relations and communications in the community**

Provide information to interested groups and organizations

Prepare newsletters, media materials, serve on community councils and host volunteer recognition events

Work closely with RSVP Community Advisory Group, soliciting advice on matters affecting project operation

### **Maintain professional knowledge and skills**

Attend relevant workshops, training, and conferences  
Review professional materials and literature  
Participate in professional organizations

### **Assist with fund development to sustain the RSVP project**

Assists with fund development efforts as needed, including making direct asks

### **Additional Duties**

Assist with events and activities related to volunteer programming  
Performs related duties as required but not articulated

## **Qualifications:**

### **Education**

A bachelor's degree in communications, social sciences, community organizing or a related field. A minimum of 1-3 years of experience in volunteer services, community relations, project management or a related field. Offers of employment contingent upon acceptable criminal background check.

### **Skills**

The successful candidate will have knowledge of project and volunteer management, as well as a commitment to the mission of UWVS. Candidates must also possess proven track record in office management, event planning, and an ability to communicate effectively. Experience working with adults 55 years and older and/or volunteers is essential.

### **Additionally, candidates should possess the following**

Quality customer service, time management and team skills  
Planning and organizational skills with short-and long-term plans  
Ability to work with a diverse pool of volunteers, service partners and cultural and professional styles  
Energetic, optimistic, and customer-centered personality  
Able to work in a fast-paced office setting  
Ability to work with others in a caring, honest, responsible and respectful way  
Outstanding communication, organizational skills and multi-tasking ability  
Proficient in Microsoft Office, computer and email systems

### **Physical Demands/Work Environment**

Visual, speaking and hearing acuity necessary  
Finger dexterity necessary to operate office equipment  
Must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 40 pounds.  
Must be able to stand, sit, speak, and listen for a substantial amount of time  
Travel required utilizing personal vehicle or public transportation to fulfill job requirements  
Clean and comfortable work environment provided

## **Acknowledgement:**

I have received a copy of this position description. I understand, I may be asked to perform responsibilities and duties not listed in the description and management may change the description at any time, according to United Way & Volunteer Services of Greater Yankton's needs.

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Employee Signature

Date