



Retired & Senior Volunteer Program

1201 Big Hill Ct. #2 Beloit, WI 53511 - 608-362-9593 - www.rsvp-rock.org
of Rock County

Job Description: Program Coordinator

Position Type: Part Time (.50FTE)

Hours: Mon-Friday: 8am-12pm

Compensation: \$15-\$18 per hour (non-exempt)

Pro-rated Benefits: PTO/Vacation, 11 Paid Holidays + dates that fall between Christmas Day and New Years Eve, Mileage Reimbursement, Cell Phone Stipend

Location: In person at 1201 Big Hill Ct. #2 Beloit, WI 53511

Reports To: Executive Director

Mission & Purpose: Retired Senior Volunteer Program of Rock County Inc. (RSVP) is a nonprofit organization with a mission to enrich the lives of volunteers, age 55 and older, through meaningful service opportunities that match their life skills and interests to community needs. Our team is passionate about creating positive, lasting changes and improving the lives of individuals and communities. RSVP currently assists more than 350 Rock County residents who are age 55+ and need transportation assistance. Volunteers provide free rides to older adults for basic needs to include medical and health related appointments as well as providing trips to the grocery store, at no cost. RSVP also partners with the local school districts to provide intergenerational programs supporting youth in our community. Volunteers provide mentorship and tutoring to elementary students through education in literacy and math. RSVP partners with over 30 local organizations to provide volunteer support and collaboration.

Position Overview: The Program Coordinator will be responsible for recruitment, placement and recognition of RSVP volunteers & service sites; coordination of volunteer assignments, performing intake procedures with people requesting services and matching volunteers to needed requests for help; and leading our Community Referrals based programming. This position requires a dynamic individual with strong multi-tasking and management skills, the ability to work collaboratively across departments & with others; have a positive attitude with a deep commitment to our mission.

Key Responsibilities:

- Recruit and place volunteers with RSVP opportunities and with partner non-profit agencies called "service sites or stations".
- Act as a liaison between volunteers and stations. Maintain Memorandums of Understanding (MOUs) with volunteer stations; manage Volunteer Assignment Plans, Safety Assurance Letters, and Volunteer Enrollment Forms. Maintain accurate, up to date records of station and volunteer information.
- Coordinate volunteers with placements including ride coordination: facilitation of transportation ride requests. Perform client intake paperwork, collecting ride request information and entering requests for help into agency database.
- Assist volunteers with completion of monthly hours reporting, mileage reimbursement requests, and ensure accurate and timely submission.
- Facilitate the collection and reporting of volunteer hours; entering them into the agency database.
- Perform clerical functions relating to the RSVP office including answering/returning phone calls and emails.
- Promote RSVP's visibility by representing RSVP at community events, coalitions and meetings.

- Help with the preparation of grant reports and other information/data reports, as requested.
- Maintain volunteer records as required by funding sources.
- Assist in planning and execution of RSVP's annual volunteer recognition event.
- Lead and coordinate community-based fundraising efforts.
- Coordinate monthly "Do You Know" Educational presentation series by planning, recruiting and securing speakers/topics and participants to attend.
- Provide resource referral and general case management support to those requesting services from our agency.
- Facilitate collection of in-kind donations such as fabric, yarn, blankets, hats, scarves, etc. and coordinate distribution to partner agencies.
- Provide volunteer recognition through thank you cards, emails, phone calls, & events.
- Present to local community & groups to promote RSVP programming, in hopes to recruit volunteers and donors.
- Coordinate background checks for those required, as necessary.
- Other duties as assigned.

Qualifications

- Bachelor's degree in a related field, preferred but not required. (e.g., teaching, social work, sociology, counseling, etc.)
- Minimum of 5 years of experience in volunteer management or coordination preferred, with at least 3 years in a nonprofit organization preferred but not required.
- Demonstrated experience in managing multiple projects simultaneously.
- Exceptional communication skills, both written and verbal, with the ability to communicate effectively, present to large groups and work well with others.
- Ability to work both independently and collaboratively in a team-oriented environment.
- Experience with fundraising is a plus.
- Familiarity with Microsoft Office to include Word and Excel.
- Strong problem-solving skills and ability to think strategically and creatively.
- Ability to be flexible and adaptable to change.
- Positive, welcoming and kind attitude.

EEO Statement: Retired Senior Volunteer Program of Rock County Inc. (RSVP) is an equal opportunity employer. We are committed to creating a welcoming environment and are proud to be an affirmative action employer. All qualified applicants will receive consideration for employment without regard to race, color, national origin, sex, age, religion, sexual orientation, disability, political affiliation, marital or parental status, pregnancy, reprisal, genetic information, military service or any other protected classification under applicable law. We encourage individuals from all backgrounds to apply and are dedicated to creating a culture where all employees feel valued and empowered to contribute their best work.

RSVP of Rock County is a 501c3 nonprofit. This position is grant-funded and is contingent upon the availability of funding. Continued employment in this role is dependent upon ongoing grant support. In the event that grant funding is reduced or discontinued, the position may be eliminated, reduced, or modified in scope and/or responsibilities.

How to Apply: Interested applicants should submit a cover letter, 3 professional references and a resume to cbrowning@rsvp-rock.org or 1201 Big Hill Ct. #2 Beloit, WI 53511. Please include "Program Coordinator " in the subject line. We look forward to hearing from you!