



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

Retired and Senior Volunteer Program Coordinator Grade 13 OFFICE FOR THE AGING

Applications are now being accepted by the Office for the Aging to fill a full-time Retired and Senior Volunteer Program (RSVP) Coordinator vacancy. The nature of the appointment is temporary. Once the incumbent retires, the appointment will become provisional, pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date. The work involves responsibility for planning and developing projects within the Retired and Senior Volunteer Program (RSVP) and for coordination of the Program's daily operation in conjunction with the RSVP Advisory Council. The work is carried out in accordance with federal, state and local program guidelines, policies and procedures. Work is performed under the general supervision of the Assistant Director with leeway allowed for the exercise of independent judgement in planning and meeting the goals and objectives of the program. Supervision is exercised over designated RSVP staff and volunteer workers. Does related work as required.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university by the New York State Board of Regents to grant degrees with a Bachelor's Degree and one (1) year of experience in the administration or provision of services to an adult population; OR
- (B) Completion of sixty (60) credit hours from a regionally accredited college or university by the New York State Board of Regents to grant degrees and three (3) years of experience as defined in (A) above; OR
- (C) Graduation from high school or possession of a high school equivalency diploma and five (5) years of experience as outlined in (A) above;
- (D) An equivalent combination of training and experience as defined by the limits of (A), (B), and (C).

NOTE: Unpaid volunteer experience is acceptable in lieu of, or in conjunction with paid experience, and will be prorated in units of hours per week.

SPECIAL REQUIREMENT: Must possess the ability to fulfill the travel requirements of field assignments.

Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SALARY: County Employees – According to CSEA contract for Grade 13

New Employees, Grade 13 - \$34.9952/hour; \$72,790.02 annually (40-hour work week)

FINAL CANDIDATES MUST SUBMIT TO A FINGERPRINT CHECK AND CRIMINAL HISTORY AND BACKGROUND INVESTIGATION.

SEND APPLICATION and THREE (3) REFERENCES, BY MARCH 20, 2026, TO:

Orange County Office for the Aging
40 Matthews Street, Suite 305
Goshen, NY 10924

ATTN: Danielle Diana-Smith, Director
Or email: kalben@orangecountygov.com

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page.

Or download directly here: [Application for Employment Application](#)

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