

8. Makes presentations and attends trainings to senior groups and community organizations for informational purposes and to solicit volunteers and placement opportunities;
9. Arranges for formal and regular recognition of senior volunteers and those organizations and individuals who have contributed to the support of the RSVP project;
10. Develops and implements approved federal, state and local grants proposals;
11. Adheres to the approved budget; applies sound fiscal procedures and authorizes expenditures for the project including specific approval of any vouchers for reimbursement submitted by senior volunteers;
12. Coordinates and maintains an efficient bus scheduling for the transportation of consumers referred by the Office for the Aging and Veterans Services daily runs and/or other activities to ensure all assignments are covered and completed;
13. Maintains routing maps and related forms for the purpose of providing up-to-date information and schedules to the assigned drivers and other appropriate staff.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of scope and philosophy of the activities which make up a community volunteer program for senior citizens; ability to work with older persons as well as a sensitivity to their physical, emotional and psychological needs; public speaking skills; ability to promote concern and interest of the public in the welfare of senior citizens; ability to plan, coordinate and implement county-wide projects; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to maintain records and write reports; excellent interpersonal skills; initiative; resourcefulness; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (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) college credit hours **f** 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 pro-rated in units of hours per week.

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 was 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.

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