

## ORANGE COUNTY CLASS SPECIFICATION

**TITLE:** RETIRED AND SENIOR VOLUNTEER PROGRAM COORDINATOR **GRADE:** 13

**TITLE ABBREVIATION:** RSVP COORD **TITLE NO.:** 6571

**JURIS.CL:** C **SALARY CODE:** 01 **UNIT:**      **EEO CODE:** PR **FLSA CODE:** NE

**DEPARTMENT:** OFFICE FOR THE AGING **DIVISION:** RSVP

**SUPERVISOR'S TITLE:** ASSISTANT DIRECTOR, OFFICE FOR THE AGING

**DISTINGUISHING FEATURES OF THE CLASS:** 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.

### **TYPICAL WORK ACTIVITIES:**

1. Formulates annual and monthly plans of program goals and objectives and determines priorities for projects within the framework of the plans;
2. Interviews, trains and supervises staff and volunteers assigned to the RSVP program;
3. Provides input and technical assistance to the RSVP Advisory Council; consults with Council on significant plans, local project policies, actions, changes and problems affecting RSVP;
4. Formulates a plan for recruitment, orientation and placement of senior volunteers and ensures continuous contact and assistance to the volunteer stations;
6. Develops Memorandum of Understanding and other appropriate documents with volunteer stations;
7. Plans, develops and implements an approved program of public relations for RSVP;

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) 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 pro-rated in units of hours per week.

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

REVISED: 5/30/12 AT