

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 of Greater Yankton Executive Director

Summary of Position: RSVP Project Coordinator is responsible for the programming and operations of the RSVP project in Clay, Yankton and Davison Counties in South Dakota.

Under the direction of United Way Executive Director, the Project Coordinator is responsible for the management of the Retired & Senior Volunteer Program (RSVP). The Project Coordinator works cooperatively with other staff, Community Advisory Group members, volunteer station staff, and officials of the Corporation for National and Community Service 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 United Way representative for community functions.

Essential Duties & Responsibilities:

Oversee RSVP program activities

- 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 United Way 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

Assist 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 United Way. 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