

Marshall County Retired and Senior Volunteer Program Programs & Volunteer Services Coordinator

Department: Retired and Senior Volunteer Program
Reports To: Director

SUMMARY

Assists in the operation of the Marshall County Retired and Senior Volunteer Program (RSVP), which is designed to provide the community with services through the use of volunteers. Recruits volunteers and coordinates volunteer assignments. Also assists in interviewing, screening and referral of volunteers. Research and plan classes and programs. Prepares reports as needed.

Essential Job Functions

- A. Develops, manages and coordinates special programs and events in support of RSVP's mission.
 - 1. Identifies, recommends and directs special programs and projects that support volunteer services.
 - 2. Directly responsible for all volunteer programs.
 - 3. Manages projects from conception to implementation by establishing and coordinating project content, schedules, time-lines, funding constraints, resource requirements, logistics and post-evaluation reports.
 - 4. Directs and coordinates volunteer activities to meet project requirements and deadlines.
 - 5. Develops classes and programs offered through RSVP.
 - 6. Resolves logistical and/or personnel conflicts and problems.

Knowledge, Skills, and Abilities

- 1. Ability to communicate effectively, both verbally and in writing.
- 2. Ability to establish and maintain effective working relationships with other employees and volunteers
- 3. Knowledge of modern office practices, procedures, systems and equipment including computers and software
- 4. Ability to maintain a variety of records, and to prepare reports and answer questions from the records.

Minimum Qualifications

A high school diploma (or equivalent) with some basic knowledge of volunteer services. Valid Alabama drivers license. Computer literacy.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job classification. All incumbents may not perform all of the job duties listed; and some incumbents may perform some duties that are not listed. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this description.