

**Position Title:**

CONTRACTED COMMUNITY COORDINATOR

**Station Contact:**

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**Message to Candidate:**

The RSVP Community Coordinator for Region 10 RSVP is an important role. In this role, you will work independently to build community relationships with non-profit and governmental agencies. These relationships are leveraged to establish agreements that enable Region 10 RSVP to place volunteers in their organization to help them meet their operational needs. The focus is on agreements with organizations that directly or indirectly serve seniors aged 60+.

The other half of this position is the recruitment, coordination, retention, and recognition of volunteers 55 years of age or greater. You will have a higher-level perspective of the program's operation and suggest improvements to maximize volunteer enjoyment and the positive impact on those you help to serve.

**Duties:**

- Establish MOU agreements with community non-profits and governmental agencies
- Recruit volunteers that are age 55 or greater
- Provide a brief standardized orientation to new volunteers
- Enter, maintain, and update volunteer information within the VMS (Volunteer Database)
- Assist in establishing volunteers for stations with their designated areas
- Help communicate program updates
- Work closely with the Region 10 Area Agency on Aging
- Participate in updating and establishing local RSVP program goals
- Collaborate with other Community Coordinators via regular meetings to share ideas, processes, and best practices

**Position Requirements:**

- Great customer service skills and positive attitude
- Networking and marketing skills
- Creativity and flexibility
- Ability to think strategically, use networking and marketing to meet program goals.
- Competent in use of MS Excel, Word, email applications, and web browsers.
- Ability to delegate tasks and duties as needed so you can enjoy the planning, scheduling, and general oversight duties that are at the core of this position.

**Schedule & Time Commitment:**

Total time commitment of this role varies by location but estimated to average 20-25 hours per week. Much of the schedule can be flexible. This is truly meant to be a "feel-good" position in which the right candidate uses their people skills and other talents to effect wonderful change in the life of seniors in the region.