



Serving Menominee, Delta and Schoolcraft Counties

## **PLEASE POST**

### **RSVP Volunteer Coordinator**

MDS-CAA is seeking applicants for the RSVP Volunteer Coordinator position. Office is located in Escanaba. Part-time 29 hours a week. Starting wage is \$11.15. High School diploma or equivalent required. Associates Degree preferred. Essential functions include, but are not limited to, explaining program services, receiving and responding to requests for volunteer services, maintaining electronic data on program activities, event planning, and providing other support to the RSVP Director as assigned.

Send cover letter and resume to: Lori Giuliani, RSVP Director, CAA, 507 1<sup>st</sup> Ave. N., Escanaba, MI 49829 or email [lgiuliani@mdscaa.org](mailto:lgiuliani@mdscaa.org). Must be received no later than Friday, February 8, 2019, 4:30 PM (EST). The CAA is an Equal Opportunity Employer.

**Mission statement:** Empower and assist people to improve and sustain their quality of life through nurturing, education, housing, nutrition, volunteerism, in home/support services and advocacy.

**COMMUNITY ACTION AGENCY**  
**Job Description**

**Program:** Retired & Senior Volunteer Program    **Reports to:** RSVP Director  
**Job Title:** RSVP Coordinator    **Revised:** February 2017  
**Job Location:** Administration Office    **Job Classification:** Regular, part time

---

**GENERAL SUMMARY**

Under the supervision of the RSVP Director, performs a variety of tasks in support of the Retired and Senior Volunteer Program including explaining program services to interested people, receiving and responding to community volunteer requests for services, maintaining electronic data on program activities, event planning, and providing other support to the RSVP Director.

---

**QUALIFICATIONS**

- Education:** High School diploma or equivalent required. Associates Degree Preferred. Require knowledge of Windows-based computer programs including Microsoft Office Suite. Experience using Social Media Websites (i.e. Facebook and Twitter).
- Experience:** 1 – 2 years' experience working in an office setting.
- Other Factors:** The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria. Duties and responsibilities may be added, deleted, or modified at any time.
- Physical Requirements:** This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to:
- Prolonged sitting while entering data to computer.
  - Must have own transportation with valid driver's license and be willing to use for program travel.

## ESSENTIAL FUNCTIONS

1. Serves as the Coordinator for the Retired and Senior Volunteer Program, receiving walk-in visitors and telephone inquiries, explaining program services, and requirements. As assigned, performs initial intake interviews with potential volunteers.
2. Assists the RSVP Director in volunteer management. Contacts volunteers to obtain missing information when necessary, including organizing, calculating, tracking, and data entry of all monthly volunteer time sheets.
3. Receives community volunteer requests for assistance, reviews files and locates appropriate volunteer candidates, and contacts volunteers for placement.
4. In conjunction with the RSVP Director, develops and maintains close coordination and relationships with RSVP volunteer stations assuring successful performance of each station; includes development of volunteer assignment plans and annual site safety inspections.
5. Coordinates information for the RSVP Director including: client records, press releases, and meeting minutes.
6. Assists in organizing and updating electronic and hard copy files.
7. Assists the RSVP Director with data collection and compiling information for grant reporting.
8. Assists with planning and conducting special projects and recognition events highlighting the Retired and Senior Volunteer Program to the community.
9. Other duties as assigned.

**THIS LIST IS NOT INTENDED TO BE ALL-INCLUSIVE AND OTHER GENERAL DUTIES MUST BE PERFORMED AT DIRECTION OF RSVP DIRECTOR**

Please submit resumes to: Lori Giuliani, RSVP Director, CAA  
507 First Avenue North  
Escanaba MI 49829

or email [lgiuliani@mdscaa.org](mailto:lgiuliani@mdscaa.org)

All resumes should be received no later than February 8, 2019 by 4:30 pm (EST).

**Mission statement:** Empower and assist people to improve and sustain their quality of life through nurturing, education, housing, nutrition, volunteerism, in home/support services and advocacy.