RSVP (RETIRED & SENIOR VOLUNTEER PROGRAM) ASSISTANT COORDINATOR

Classification: Full-time, 12-month Employee, Grant Funded
Pay Status: Administrative, Exempt
Fringe Benefits per Board Policy
Starting Salary Range: $33,000-$35,000

This position**,** under the direction of the RSVP Coordinator, is responsible for the administration of the RSVP program in Anderson and Franklin counties. The Assistant Coordinator has the responsibility to initiate, implement, and maintain RSVP in the northern region. The Assistant Coordinator will select, train and supervise RSVP volunteers; and work cooperatively with the sponsor staff, Community Advisory Group members and volunteer stations as well as other state RSVP administrators and officials of the Corporation for National and Community Service in program planning and implementation. Responsibilities include completion of the annual federal grant requirements in a timely manner and maintenance of program records.

Essential Functions

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.

Duties and Responsibilities

1. Initiates efforts in the development, implementation, and maintenance of RSVP in the northern region.
2. Provides administrative oversight of RSVP by selecting, training, and supervising RSVP program volunteers; by monitoring staff performance, maintaining work schedules. Assists RSVP Coordinator in developing and implementing policies and generating required reports.
3. Develops financial resources to support the RSVP program by preparing proposals for county and town grants. Coordinates fundraising efforts under the supervision of RSVP Coordinator.
4. Monitors in-kind support. Assists RSVP Coordinator in reviewing financial statements and preparing annual budgets.
5. Maintains RSVP program quality by working with the RSVP Coordinator to plan annual program goals and objectives designed to meet critical community needs while offering opportunities for elders to maintain their self-esteem and usefulness through service to their community.
6. Responsible for RSVP program activities, supporting volunteer coordinators as they assist in serving volunteers and volunteer stations, providing direction, leadership, information, and consultation.
7. Mediates and resolves concerns or conflicts which may arise within the program between volunteers and the station or others.
8. Develops positive public relations and communications in the community by providing informational programs to interested groups and organizations. Prepares newsletters and media materials. Serves on community boards, councils and committees, and hosts volunteer recognition events.
9. Maintains professional knowledge and skills by attending relevant workshops, training, and conferences. Reviews professional materials and literature. Participates in professional organizations.
10. Works closely with RSVP Community Advisory Group, soliciting their advice and assistance on matters affecting project operation.
11. Performs other RSVP project related duties as assigned.
12. Presents positive, fair, and accurate image of Neosho County Community College to the public.
13. Attends and participates in College In-services and Staff meetings as required.

Required Knowledge, Skills and Abilities

1. Able to work independently.
2. Driving record must be acceptable to Neosho County Community College.
3. Working knowledge of general office equipment.
4. Strong verbal and written communication skills.
5. Excellent interpersonal skills in order to deal effectively with volunteers, elected and appointed officials, and the general public.
6. Strong leadership ability, and able to empower leadership capabilities in others.
7. Good professional judgment, confidentiality, and integrity required.
8. Must maintain professionalism at all times, including professional appearance.

Education and Experience

1. Associate's degree preferred.
2. Other education and experience will be considered.
3. Management skills.
4. Computer literacy.
5. Training and/or experience in work with the over 55 population and/or volunteers desired.
6. Grant experience preferred.
7. Valid driver's license required, with the ability to be insured by the institution's insurance carriers.

Working Conditions

1. The work environment is primarily typical of an office.
2. Other conditions doing field assignments and visiting volunteers and stations will include driving a vehicle and walking.
3. The employee is required to stand, walk, sit and reach with hands and arms.
4. The employee must occasionally lift and/or move up to 50 pounds.
5. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust focus.

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to: Human Resources Director, RSVP Assistant Coordinator, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/Careers. Review of applications begins upon receipt.

Background and Motor Vehicle/Driving Record Checks

All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.

Non-Discrimination

The current non-discrimination policy can be found at:
http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf