

TITLE: **RSVP Director**

RSVP-1
Updated 09-09-26

DEPARTMENT: **Retired & Senior Volunteer Program, Etowah County**

JOB SUMMARY: This position leads the Etowah County Retired & Senior Volunteer Program. The leader and team also provide services for Cherokee County.

MAJOR DUTIES:

- Recruits, selects, orients, trains, assigns, supervises, evaluates, coaches, develops, and corrects/disciplines RSVP personnel.
- Develops, presents, justifies, and administers the department budget. Monitors program spending and budgeted line items.
- Recruits volunteers. Orients volunteers on RSVP overall. Overviews program(s) of volunteers' primary interest.
- Assesses community needs through information from nonprofit, social service, and public service agencies.
- Oversees and/or manages major programs including:

Free Tax Preparation: Trained volunteers prepare & file tax returns primarily for senior and low-income citizens.

Reading Buddies: Volunteers tutor Kindergarten through 3rd grade students in local elementary schools who need help with reading.

Senior Outreach: This encompasses most of what we do—touching the lives of all people 55 and older in Etowah and Cherokee counties. Information, activities and coaching initiatives include:

Be Active: Geared at keeping senior citizens mentally & physically active provided at health fairs and senior center events throughout the County.

Fraud Fighters: To keep seniors aware, informed of frauds, scams and identify theft.

Yellow Dot: Personal Information and Medical History primarily for use in vehicles, but also homes, that inform first responders of critical medical conditions that may not be visible immediately following an incident.

Shred/Drug Take Back Day: A one-time, annual event (usually the 4th Saturday of October) where we offer free shredding service and drug disposal for the community.

- Plans, coordinates and emcees the annual volunteer recognition program and banquet.
- Researches and remains informed of the federal AmeriCorps and the Alabama Association of RSVP policies and procedures.
- Develops and implements surveys to use in gathering information to measure program progress and impact.
- Prepares and submits project profile reports, progress reports, grant draw-downs, and financial status reports. Prepares narratives and reports for all grants.
- Makes reports to the RSVP Advisory Board during quarterly (or, as needed meetings).
- Performs public relations functions to promote and support program efforts & contributions
- Compiles information and figures for and from local, state and federal funding sources to ensure accurate and timely reports.
- Performs other related duties as may be self-identified or assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of related County, state, and federal regulations, policies, and procedures.
- Knowledge of AmeriCorps policies and procedures.
- Knowledge of federal and Alabama RSVP guidelines.
- Knowledge of governmental accounting principles.
- Knowledge of, and skill in the administration of grants.
- Knowledge of, and the skill with, job-related software applications.
- Skill in the supervision of personnel.
- Skill in public and interpersonal relations.
- Skill in oral and written communication.

SUPERVISORY CONTROLS: The Chief Administrative Officer, Etowah County Commission, assigns work in terms of very general instructions. The supervisor spot-checks in-process and completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include the National Service RSVP Operations Handbook, the National Association RSVP Director's Handbook, Alabama Association of RSVP Director's

guidelines, Etowah County Personnel Policies and Procedures, and County policies and procedures. These guidelines require judgment, selection, and interpretation in application. This position develops department guidelines.

COMPLEXITY: The work consists of varied leadership influence, supervisory, and technical duties. Strict funding and grant regulations, and coordination with other social service agencies contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to lead the operation of the County's RSVP programs. Success in this position provides needed and innovative services programming for senior adults, primarily through senior citizen volunteers.

PERSONAL CONTACTS: Contacts are typically with co-workers, volunteers, recipients of volunteer services, advisory board members, community leaders, local officials and state legislators, other RSVP and Council on Aging directors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information, resolve problems, motivate or influence people, justify, defend, negotiate, or settle matters, and provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table and/or while intermittently standing and walking. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office environment.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: This position leads and supervises one Volunteer/Outreach Coordinator and one Administrative Clerk.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of team positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Alabama for the type of vehicle or equipment operated.
- Must pass background checks specified by the Etowah County Commission and the National Service Criminal History Check required by the federal AmeriCorps RSVP grant.