



JOB DESCRIPTION

Position: Hillsborough RSVP Program Coordinator: Retired and Senior Volunteer Program (RSVP)
FLSA: Non-Exempt
Reports to: Community Engagement Manager

Are you a service-minded individual who loves working with people and nonprofit organizations? Then we have a job you'll love! Seniors in Service is seeking a coordinator for our Retired Senior Volunteer Program (RSVP) in Hillsborough County to help seniors find meaningful volunteer opportunities they LOVE while supporting the mission of Tampa Bay's nonprofits. In this position you will be active in the community, meeting with volunteers and building relationships with nonprofits, while also using your organizational skills to maintain records, reports, volunteer timesheets, and contact information.

Seniors in Service is committed to hiring a diverse team where every person is empowered to be a leader and encouraged bring their full authentic selves to work. We value differences in culture, background, and experiences for the unique perspective and talents they bring to the organization. We are committed to listening, engaging, and creating a place of belonging for our staff, volunteers, community partners, and everyone we serve in the community.

MAJOR FUNCTION: Establish and maintain volunteer station relationships. Recruit, place and engage volunteers to achieve impact goals.

MAJOR DUTIES:

1. Take ownership and personal responsibility for program objectives, compliance, and completion for all related program contracts and commitments.
2. Attain all milestones of reporting, recruitment, engagement, recognition, outcomes, output, collaboration required by program contracts and commitments.
3. Enthusiastically recruit, select, train and match volunteers and clients to ensure required service commitments are achieved.
4. Inspire, supervise, motivate, coach and provide daily operational support to ensure the satisfaction, success and retention of the volunteers, clients and partners.
5. Maintain proper records and documentation (paper and electronic) in accordance with agency, contract, funding and program requirements.
6. Manage program budget to ensure use of all funds without overage.
7. Secure required matching funds (cash or in-kind).
8. Track all activities (events) in approved SIS database (currently NewOrg) on a timely basis, including volunteer timesheets.



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9. Coordinate and collaborate within strict timelines with other agency departments. Examples include: accounting (for billing, payroll, etc.), grant/donor relations (for stories, testimonials, outcomes, etc.).
10. Develop and conduct presentations in order to recruit and train volunteers, market the organization, and develop/identify community relationships.
11. Conduct the assessment and reassessment of volunteer stations and volunteers, including site quality assurance visits and to help evaluate delivery of high-quality services and individual volunteer performance.
12. Coordinate the management of volunteer/station service schedules.
13. Facilitate, coordinate and/or provision training opportunities for volunteers.
14. Maintain a cooperative working relationship with volunteer site managers, community partners and Seniors in Service supporters.
15. Perform other duties as applicable to job.