

# AmeriCorps Seniors RSVP Coordinator

Part-Time Position in Lehigh/Northampton County, PA

**Position Summary:** Under direction, the primary responsibilities related to this position will focus on recruitment, interviewing, screening and coordinating volunteers for placement into a community volunteer setting and monitoring the success of those placements. The coordinator will develop and maintain partnerships with individuals and entities to recruit and keep volunteers engaged.

## **Essential Duties and Responsibilities:**

- Recruit volunteers from the community to provide needed volunteer services. Recruitment efforts can include public speaking, the development and implementation of recruitment activities such as volunteer fairs, the development of public service announcements and written articles, poster, announcement and other printed materials.
- Interview prospective volunteers to discern their talents, skills, interest and areas of expertise.
- Assess potential care receivers before being enrolled in our program.
- Assist the Director in planning/implementing volunteer orientation and training programs.
- Recommend the development of innovative placement sites, based on skills of volunteer pool and community need.
- Assist with the development of written service agreements to be signed by care receiver(s) and volunteer(s) that outline in-home services to be provided by volunteer or Memorandum of Understanding with Volunteer sites.
- Network with volunteer site personnel through site visits and attendance at professional meetings to provide feedback related to volunteer service, waiting list status, site needs, and other issues or concerns.
- Assist the program evaluation, measurement of performance, and redirections where appropriate.

- Under the direction of the Director, consistently implement policies and procedures that address risk management and make recommendations for additional policies as the need arises.
- Assist with computer data entry to maintain records and compile program reports, time, reports and other information as required.
- Assist with volunteer recognition.
- Schedule volunteers for special community events.
- Perform other related duties.

### **Job Specifications:**

**Education/Experience:** Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below.

### **Knowledge:**

- Knowledge of the physical, cultural and social aspects of the elderly community.
- Knowledge of the structure and functions of community organization.
- Knowledge of individual and group behavior.
- Ability to secure and analyze facts and exercise sound judgment in arriving at conclusions.
- Ability to establish and maintain effective working relationships with institution and agency officials, associates, the community and the general public.
- Ability to present ideas effectively, both orally and in writing.
- Ability to establish and maintain positive working connections and relationships.

Individuals who are interested in this opportunity are encouraged to submit their resumes to [merrick.casey@hotmail.com](mailto:merrick.casey@hotmail.com) or reach out by phone at 484-937-9022 for further information.