

**United Way of Johnson & Washington Counties**  
**Position Description**  
**Job Title: 55+ RSVP Volunteer Coordinator**

**Reports to: 55+ RSVP Director**  
**Status: Part-Time, Non-exempt**  
**Location: Johnson County**  
**Date Updated: May 4, 2021**

**POSITION SUMMARY:**

The 55+ RSVP Volunteer Coordinator supports and advances the Retired and Senior Volunteer Program (RSVP) activities and strategies. This position helps to improve lives by connecting, mobilizing and inspiring 55+ Volunteers and ensuring that volunteer time and talent is aligned with producing positive results and measurable outcomes. The 55+ RSVP Volunteer Coordinator is an integral part of a small staff team and as such, they must be flexible and manage multiple projects at one time.

**ESSENTIAL DUTIES AND RESPONSIBILITIES: *(Other duties may be assigned.)***

- **Recruit, orient, and coordinate placement of RSVP volunteers in Johnson County**
- **Assess volunteer needs in the community**
- **Coordinate the Volunteer Medical Transportation Program**
- **Develop and maintain close coordination with assigned volunteer stations, include MOU renewals and volunteer records**
- **Provide support and information to 55+ RSVP volunteers. Maintain a relationship with all RSVP volunteers through visits, phone calls, emails, and newsletters**
- **Utilize multiple platforms to reach 55+ and partners**
- **Develop 55+ RSVP identity among RSVP volunteers**
- **Represent 55+ RSVP Program at health fairs, volunteer fairs and community events, as appropriate**
- **Responsible for helping coordinate recognition program for volunteers in Johnson County**
- **Maintain appropriate program records and volunteer records**
- **Prepare all reports accurately and submit timely**
- **Monitor and record in-kind support and donations from Johnson County area**
- **Provide content and regular update for e-newsletters, website content, and other public relations and written materials for creating awareness and/or appreciation of 55+ RSVP.**
- **Assist RSVP volunteers as requested with concerns related to their volunteer activities.**
- **Assist 55+ RSVP Director with projects, as requested**

**QUALIFICATIONS:**

- **Knowledge of Johnson County Communities and resources**
- **Prefer 2-3 years of professional experience in volunteer management, community relations or related field at a nonprofit or corporate setting**
- **Experience working with volunteers or coordinating events and meetings**

- Experience and knowledge of project management and group facilitation
- Comprehensive knowledge of Microsoft Office and ability to learn additional software programs
- Ability to work both independently and in a team environment and to work effectively both with volunteers and other paid professional staff
- Effective project planning and organization skills
- Excellent oral and written communication skills
- Valid Driver's license and appropriate vehicular insurance
- Position is subject to three-part criminal history background check which will include fingerprinting, statewide criminal history repository check and National Sex Offender Public Registry Check

**HOURS:**

- Part-time hours, participation in early morning, evening, and weekend meetings and events will be required as needed

**PHYSICAL DEMANDS:**

The physical demands of this job are representative of those required to successfully perform the essential duties of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be frequently required to use finger and hand motion and occasionally required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move objects up to 25 lbs. Specific vision abilities required by this job include close vision and ability to adjust focus.

**This position is grant funded.**