

JOB TITLE: RSVP DIRECTOR
REPORTS TO: MAYOR
STATUS: FULL TIME

SUMMARY OF WORK

Under the general direction of the Mayor of Miles City and AmeriCorps Seniors program policy guidelines, the RSVP Director has a full-time responsibility for the development and operation of the AmeriCorps Seniors/RSVP program; in coordination with the City of Miles City and the AmeriCorps Seniors/RSVP Advisory Council.

ESSENTIAL ACCOUNTABILITIES AND EXPECTED OUTCOMES

The RSVP Director is responsible for the daily management of the AmeriCorps Seniors RSVP. The RSVP Director functions as a working project manager, actively involved with community organizations, AmeriCorps Seniors volunteers in RSVP, and volunteer stations. The RSVP Director serves as the representative of the City of Miles City in signing and approving official RSVP documentation, including project reports, memoranda of understanding, and other documents necessary. The RSVP Director will abide by City of Miles City's established procedures for internal review and its standard policies and procedures.

The RSVP Director serves full time, unless negotiated otherwise with AmeriCorps Seniors. The RSVP Director may participate in activities to coordinate the RSVP program resources with those of related local agencies, board, or organizations.

RESPONSIBILITIES: Under the direction of the City of Miles City, the RSVP Director's duties include, but are not limited to:

- Plan and develop all phases of AmeriCorps Seniors RSVP operations.
- Assist with the hiring, training, and supervising adequate RSVP staff to efficiently carry out, maintain and develop operations of the program.
- Adhere to and administer personnel policies and procedures for RSVP staff consistent with those of City of Miles City.
- Provide support, information and materials for RSVP administrative assistant and volunteer coordinator and appraise staff performance according to City of Miles City personnel policies and procedures.
- Recruit, select, orient, and place RSVP volunteers with volunteer stations.
- Develop and maintain appropriate fiscal, personnel, program, and volunteer records and reports.
- Enhance the total efforts of RSVP through active involvement with community organizations and other national service programs where appropriate.
- Works in coordination with the City of Miles City staff, Advisory Council members and volunteer station staff to obtain resources for RSVP.
- Implement agreed upon performance measures and other AmeriCorps Seniors/RSVP grant requirements.
- Keep RSVP Advisory Council members informed and solicit their participation and advice on matters affecting RSVP program operations.
- Plan, develop, and implement ongoing public relations opportunities, including social media.
- Arrange for formal and regular recognition of volunteers, organizations and individuals who have contributed to the support of RSVP.

- Assure volunteer orientation, in conjunction with volunteer stations and staff.
- Develop and maintain close coordination and relationships with RSVP volunteer stations, including development of volunteer job descriptions.
- Provide ongoing support to volunteers.
- Assess appropriateness and/or performance of volunteer stations.
- Attend training conference conducted or authorized by AmeriCorps.

JOB QUALIFICATIONS

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to a bachelor's degree, or training and/or experience in work with those over 55 years of age. This position involves administration and financial duties which require attention to accuracy, detail, timeliness, and professionalism. Flexibility, management skills, computer literacy, and personal transportation are requirements. Experience managing federal grants is preferred. Must have excellent written and oral communication skills necessary for preparing grants, written reports, and giving oral presentations and trainings. Ability to attend after hours and weekend meetings/events is required. Local, regional, and national travel is a requirement of this position. A valid Montana driver's license and access to a reliable vehicle registered with and insured in Montana is required.

PHYSICAL REQUIREMENTS

Lift: Up to 50 pounds