

COORDINATOR, RSVP (RETIRED SENIOR VOLUNTEER PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for providing recreational programs for senior citizens, as well as for coordinating volunteers, organizations and concepts to implement such programs. Work is carried out in accordance with established procedures and involves promoting and educating about the Retired Senior Volunteer Program (RSVP) throughout the county. Work is performed under the direct supervision of the Project Director of RSVP and Director of Office for Senior Resources. Direct supervision is exercised over the work of subordinate employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Coordinates the interests of the volunteers with the needs of the volunteer stations;  
Plans and organizes recreational activities for senior citizens;  
Supervises transportation schedule with R.S.V.P. drivers and volunteer drivers;  
Maintains records on 450 volunteers concerning hours and assignments;  
Recruit new volunteers at senior group meetings and other gatherings throughout the county;  
On occasion works in the field reaching individuals that need help in securing employment, housing, etc.;  
Assists the Project Director in planning and implementing various R.S.V.P. functions;  
Assists the Project Director in conducting interviews with potential volunteers;  
May attend seminars and workshops concerned with Retired Senior Volunteer Programs;  
Performs a variety of related activities as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Good knowledge of the characteristics and interests of the aging; good knowledge of the needs of the senior volunteers, and the policies of the volunteer stations; working knowledge of the various governmental forms which relate directly to senior citizens; ability to plan, organize and promote recreational activities for senior citizens; ability to follow moderately complex oral and written directions; ability to get along well with others; good judgment; tact; courtesy.

MINIMUM QUALIFICATIONS:

- a) Associate's Degree with a major area of concentration in behavioral science, recreation, or related field and one (1) year experience in an agency providing the delivery of social services programs; or
- b) Graduation from high school or possession of a comparable diploma, and three (3) years experience in an agency providing the delivery of social services programs; or
- c) An equivalent combination of training and experience as described in a) and b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.