

PROJECT DIRECTOR, R.S.V.P.
(RETIRED SENIOR VOLUNTEER PROGRAM)

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for development and planning of policies and procedures for the RSVP program. Work is carried out in accordance with the guidelines outlined and mandated by ACTION and involves close monitoring of all expenditures for program, and responsibility for county and federal budgets. This class differs from that of RSVP Coordinator by virtue of the more complex planning performed and increased level of supervisory responsibilities. Work is performed under the general direction of the Director of the Office for Aging and ACTION and RSVP policy guidance, with leeway allowed for exercise of independent judgment in planning programs for RSVP volunteers. Direct supervision is exercised over the work of subordinate RSVP Coordinator. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists the Department Director in planning, organizing, and promoting programs designed to meet the needs of the elderly;

Provides liaison for all aspects of the Retired Senior Volunteer Program with the sponsoring agency through its executive director;

Directs, supervises and trains other RSVP project staff;

Adheres to and administers personnel policies and procedures for project staff consistent with those of the sponsor and with the recommendation of the RSVP Advisory Council;

Provides staff assistance to the RSVP Advisory Council, consults the Council on significant plans, local project policies, actions, changes and problems affecting RSVP;

Plans, develops and implements a continuous program of public relations in cooperation with the sponsor executive;

Coordinates RSVP activities with various community organizations;

Arranges for formal and regular recognition of Senior Volunteers and those organizations and individuals who have contributed to the support of the RSVP project;

Assists the sponsor in promoting the projected community support for the project;

Develops and maintains financial, staff personnel, project and volunteer records;

Adheres to the approved budget; applies sound fiscal procedures; maintains bookkeeping system and authorizes expenditures for reimbursement project including specific approval of any vouchers for reimbursement submitted by Senior Volunteers;

Prepares and issues reports to accommodate the administrative and program needs specified by the sponsor, Advisory Council, state regional and federal personnel or as appropriate;

PROJECT DIRECTOR, R.S.V.P. (cont'd)

Evaluates the effectiveness of operational procedures and program activities;
Attends ACTION training program and other appropriate meetings and conferences on aging, voluntarism and related fields;
Develop volunteer assignments for handicapped volunteers;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of needs and interests of the aging; good knowledge of various community agencies, facilities and services which can be utilized to assist the elderly; working knowledge of administrative principles and practices as related to community group application; ability to plan and supervise work of subordinate staff; ability to communicate clearly and effectively both verbally and in writing; ability to get along well with others; good judgment; tact; courtesy; willingness to work with geriatric patients.

MINIMUM QUALIFICATIONS: Either

- a) Bachelor's degree in behavioral science, business or public administration and one (1) year experience in an agency providing the delivery of social services programs; or
- b) Associate's degree in behavioral science, business or public administration, and three (3) years experience in an agency providing the delivery of social services programs; or
- c) Graduation from high school or possession of a comparable diploma and five (5) years of experience in an agency providing the delivery of social services programs; or
- d) Seven (7) years of experience in public health, or social work; or
- e) An equivalent combination of training and experience as indicated in a), b), c) and d).

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.