



3545 Lake Breeze
Orlando, FL 32808

407-298-4180

JOB ANNOUNCEMENT
RSVP Program Coordinator
Full-Time Position

Position Objective:

The RSVP Volunteer Coordinator is responsible for recruiting new volunteers, facilitating access to service opportunities for mobility-challenged volunteer groups, assisting in the administration of membership benefits to existing volunteers, coordinating service assignments and acting as a liaison between the program, its membership and our station partners within Osceola County.

This position is based out of the VCI offices on Lake Breeze Drive, Orlando FL and a satellite office in Kissimmee.

PRIMARY JOB RESPONSIBILITIES:

- Recruits, interviews and trains applicants for volunteer service in the RSVP program.
- Develops and maintains relationships with volunteer station staff, volunteers, and community groups.
- Informs volunteers of policies, procedures and standards of volunteer service.
- Arranges and conducts orientation and training of volunteer station staff when necessary.
- In consultation with volunteer station staff, engages in performance measure output and outcome tracking.
- Collects, checks, and reviews monthly time sheets for accuracy.
- Secures mandated annual information in a timely fashion.
- Monitors long and short- term goals for volunteer stations through quarterly site visits.
- Attends program meetings as assigned by the Executive Director.
- Keeps the Executive Director informed on current activities and occurrences within the program.
- Maintains program files.

PHYSICAL AND/OR MENTAL REQUIREMENTS:

- Must be able to perform each essential duty satisfactorily
- Must possess a valid Florida Driver's license and have a vehicle insured as required by Volunteers for Community Impact, Inc. Human Resource Policies
- May be required to lift up to 25 pounds in various forms
- May be required to sit or stand for long periods of time while performing job functions or work on computer and other equipment
- Must be capable of working under pressure and meeting deadlines
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SKILLS NEEDED:

- Organizational skills
- Excellent oral and written communication skills
- Time management – ability to set goals and meet multiple deadlines
- Self-motivated
- Leadership skills – understanding of the “team concept” and ability to function as both a team member and a team leader
- Presentation skills – ability to make presentations at community events, represent the organization at meetings and train volunteers
- Bilingual strongly preferred

DESIRED QUALIFICATIONS:

- Bilingual in both English and Spanish.
- Currently living in Osceola County preferred.
- At least one year of experience in volunteer management or similar work
- Experience in recruitment, developing and implementing recruitment plans
- A bachelor's degree in a related field (non-profits, community organization, etc.)
- Experience in planning and facilitating events or meetings of 20+ individuals
- Demonstrated organizational ability, concern for people and willingness to make a commitment to the mission, vision and values of the organization
- Experience with the Corporation for National and Community Service, either as a national service participant or as grantee staff
- Demonstrated commitment to service: Special Preference will be given to: AmeriCorps and VISTA Alumni, Returned Peace Corps Volunteers, and other National Service participant alumni

**DRUG FREE WORKPLACE
EQUAL OPPORTUNITY EMPLOYER**
Email resume and cover letter to:

Hue Jacobs
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Orlando, FL 32808
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