



## All Peoples Community Center JOB ANNOUNCEMENT

<b>Date of Announcement:</b>	August 15, 2022
<b>Job Title:</b>	RSVP Director
<b>Salary Range:</b>	\$ 4,002 - \$4,350 monthly (DOE) – Full Time
<b>Closing Date:</b>	Position will remain open until filled
<b>Start Date:</b>	Immediately, (Upon Background Clearance)
<b>Program:</b>	<b>Retired and Senior Volunteer program</b>
<b>Send Resume:</b>	Saundra Bryant <a href="mailto:jobs@allpeoplescc.org">jobs@allpeoplescc.org</a>

The Director of the Retired Senior Volunteer Program (RSVP) is responsible for accomplishing the goals and objectives of the project to provide volunteer opportunities for persons 55 and older, under the supervision of Executive Director.

### ESSENTIAL JOB FUNCTIONS

- Recruit and monitor senior volunteers and implement plans for additional recruitment of new volunteers as a placement opportunities are developed
- Develop, maintain and evaluate volunteer stations
- Collection and maintenance of project data, records and calendars
- Prepare and issuing of reports
- Coordinate activities, programs and special RSVP projects
- Review and approve reimbursements request
- Maintain records for volunteers quarterly
- Assist in annual budget development; monitor program budget.
- Maintain program quality by planning annual program goals and objectives designed to meet critical community needs.
- Develop positive public relations; conduct and oversee outreach activities including program related presentations.
- Maintain professional knowledge and skills by attending relevant workshops, training, and conferences; participate in program related professional organizations.
- Work closely with RSVP Advisory Council to support program work plans and activities; identify and develop resources to enhance and support the program.
- Supervise staff and volunteers
- Perform other project related duties and responsibilities as assigned by Executive Director

### QUALIFICATION REQUIREMENTS

#### Education/Experience:

- B.A. degree in relevant field
- Must have Car for travel and Clean driving record
- Valid California Driver's License and liability insurance
- 2 years experience working with volunteers
- 3 years experience working with Older Adult population in agency setting preferred

#### Communication Skills:

- Excellent written, verbal and presentation skills
- Grant writing experience preferred
- Skilled use of Google Applications for Non-profits and MS Office Suite
- Bilingual ability in Spanish a plus

**Interpersonal Skills:**

- Ability to relate well with older persons and work in a multi-cultural and ethnically diverse community agency
- Strong work ethic with the ability to multitask and take initiative
- Familiar with South Central and South East Los Angeles Communities
- Skills in quickly resolving challenges and the ability to succeed using innovation and limited resources

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Employee is frequently required to sit and stand and to walk or to climb stairs. Employee is required to handle, finger and feel objects and equipment. In addition, employee must be able to reach with hands and arms. Employee must be able to speak, hear and see. Employee is occasionally required to drive a car.

Employee must occasionally lift and/or move object up to 25 pounds. Employee must occasionally push or pull objects up to 25 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while successfully performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee primarily works indoors in an air-conditioned facility, and is not substantially exposed to adverse environmental conditions or any notable hazards or unusual atmospheric conditions. Employee occasionally works in outdoor weather conditions.

The noise level in the work environment is usually moderate.

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The above statements are intended to describe the general nature and level of work performed. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel in this classification.

All Peoples Community Center is an equal opportunity employer and adheres to hiring practices *in accordance with Federal and State regulations*

**To apply, send your resume and cover letter, to [jobs@allpeoplescc.org](mailto:jobs@allpeoplescc.org)  
E-mail submission only/No phone inquiries. Responses will be sent only to individuals meeting  
the outlined requirements of the position.**