



UCAN Employment Opportunity

RSVP Coordinator – Josephine County	
Volunteer Program	Applications accepted until: Open Until Filled
Budgeted hours: 40 hours/week Non-exempt status	Salary: \$13.77 - \$18.37 (DOE) Plus generous benefits of insurances and leaves
Position will be located in Grants Pass	

THE POSITION: Support volunteer activities and community partners related to RSVP and Volunteers Services Division of UCAN throughout Josephine County. Aid in the recruitment, In alignment with RSVP Program Manager and UCAN leadership, aid in the development, support and recognition of older adult community impact through volunteerism

Essential Functions of the Job: 1) Develop training for senior volunteers to provide a complete understanding of community resources available to seniors. Recruit community professionals to present training. Participate in development of volunteer and program materials. Recruit volunteers to assist with these duties. Assist in the UCAN volunteer recruitment activities and volunteer base development. 2) Coordinate and evaluate programs and services, including senior volunteer travel assistance, etc. Access needs of UCAN, volunteers and community and initiate plans to address those needs utilizing senior volunteers and UCAN volunteer pool. 3) Assist in providing volunteer station training and workshops; attend events that are relevant to volunteer support and development. 4) Participate in promoting community interest in donating time, service and in-kind resources to senior volunteer programs. Provide support in monitoring in-kind support, tracking donated items and coordinating appropriate delivery of donated goods. 5) Maintain Senior Corps program records and files, including volunteer reporter software. Prepare articles for quarterly newsletter. Prepare media releases, program pamphlets, public relations materials related to senior volunteer programs. 6) Represent the program to the public and other agencies in collaboration with supervisor; interpret policies and regulations; advise volunteers, employees and the public. Represent senior volunteer program concerns at stakeholder meetings at the local level meetings, community forums, etc. Develop station relationships, and plans for development activities in accordance with work plans. 7) Assist in the coordination of direct services supported by volunteers such as (but not limited to) Campus Closet, UCAN Food Pantry, Outreach Services, SHIBA etc.; recruit, train and retain volunteers. Prepare program reports, review documents, and maintain working relationship and communication with Easter Seals Oregon. 8) Participate in the delivery of volunteer management training for UCAN staff as deemed appropriate, support advanced learning of volunteers and the community as requested and directed by supervisor.

MINIMUM QUALIFICATIONS: Bachelor's degree in social services, education or a related field OR four years progressively responsible experience, or a satisfactory equivalent combination of education, experience or training. At time of appointment must possess valid Oregon driver's license.

In addition to the above, applications will receive further evaluation based on the following:

Knowledge of: Considerable knowledge of volunteer services, principles and practices; reasonable knowledge of resources relating to resource coordination; reasonable knowledge of community networking. **Skill in:** Writing clear and concise correspondence, newsletters, media releases, records, reports and statistical data; promoting public relations.

Ability to Communicate effectively in both oral and written form; lead, support, motivate and train volunteers; develop training materials; relate to volunteers and respond to their needs; make decisions independently in accordance with established policies and procedures, and use initiative and judgment in completing tasks and responsibilities; work within team concept; utilize problem identification and resolution techniques; work independently and manage time efficiently; remain calm and use good judgment during confrontational or high pressure situations; courteously meet and deal effectively with other employees, volunteers, UCAN program sites, outside agencies, committees, advisory councils and the public. Must follow all safety rules and practices, and perform work in a safe manner.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work will require keyboarding, carrying and lifting up to 25 pounds, sitting, standing and walking. Work is typically performed under very comfortable working conditions Work requires frequent mental and/or visual attention.

REQUEST AND SUBMIT COMPLETED UCAN APPLICATION TO:
 UCAN Human Resources, 280 Kenneth Ford Drive, Roseburg OR 97470
 541-492-3913 FAX 541-492-3921
 Application on website: www.ucancap.org
 EQUAL OPPORTUNITY EMPLOYER
 UCAN – Creating solutions to poverty. Improving lives in our community.