



Mental Wellness Program
Las Animas Programs Coordinator

Position Summary:

The Las Animas Programs Manager will oversee two program areas, RSVP (Retired and Senior Volunteer Program) and the MWP (Mental Wellness Program). The RSVP is a program within AmeriCorps Senior. Since 1971, RSVP, one of the largest volunteer efforts in the nation for people 55 and over, has matched older adults who are willing to help with local organizations on the front lines of meeting community needs. Food insecurity will be the focus area of service.

The Mental Wellness Program (MWP) engages professional mental health volunteers to serve low-income and disadvantaged Coloradans who lack adequate access to Mental Health Services. This position is responsible for coordinating the Mental Wellness Program in Las Animas County including cultivating and inviting mental health volunteers and host sites to participate in the program.

Reasonable accommodation will be made to ensure consideration of all candidates.

Welcome Statement: Spark is committed to diversity, equity, inclusion and access. We believe a diverse staff contributes to the creativity and strength of our organization and our communities and enables us to realize our vision of *a world with **stronger, more resilient, equitable, and connected** communities through the power of volunteerism*. Spark seeks to create an inclusive, equitable and welcoming work environment for all individuals. Given the nature of structural inequality and how it presents in the workforce, we would like to specifically encourage folks from traditionally marginalized groups to apply to this position even if you do not meet all of the desired qualifications. If this position aligns with your interests and career trajectory, and you meet a majority of the qualifications, we would love to see your application! Reasonable accommodation will also be made as requested.

Reports To: Juli German, RSVP Director

Salary Range / Status: \$40,000 - \$43,000 / Full time position plus benefits package

RSVP Job Responsibilities Include:

- Fully understand the goals and purpose of the RSVP program, comply with regulations and expectations, and participate in the advancement of the RSVP program by attending all meetings and gatherings convened by the Corporation for National Community Service – AmeriCorps Seniors – RSVP as well as the Mountain Region

- Coordinate and monitor AmeriCorps Seniors' volunteer assignments, in-service training, supervisory arrangements, and other activities in cooperation with appropriate volunteer station staff
- Enhance the total project effort through active involvement with community organizations, other national service programs, and other senior and volunteer programs
- Assist with the creation of an annual work plan designed to achieve the funded objectives of the specific county designated including the recruitment, training and success of Volunteer Stations and RSVP Volunteers
- Recruit, train, supervise and work to support and ensure the success of the local county RSVP volunteers
- Assist in capturing the output and outcome data that demonstrates and evaluates the program's effectiveness as determined in the grant agreement's Performance Measures and tracking tools
- Assist with the completion of all reports due to CNCS (Corporation for National and Community Service)
- Manage purchases according to the approved annual budget
- Assist with resource development including supporting grant writing, securing in-kind donations, individual donor campaigns and community partnerships.
- Attend training conferences conducted or authorized by AmeriCorps Seniors as funding allows
- Be an advocate and ambassador for Spark the Change Colorado, the Corporation for National and Community Service, specifically the RSVP program's mission, values and other program offerings

MWP Job Responsibilities Include

- Cultivate relationships with mental health professionals in the Las Animas County and engage them as volunteers in the MWP.
- Develop relationships with partner organizations to serve as host sites for mental wellness volunteer placement.
- Promote the MWP's private practice support line information to connect people who don't have mental health resources with our private practice volunteer clinicians.
- Connect new volunteers to partner organizations and/or with clients for private practice counseling.
- Steward volunteer relationships including volunteer recognition, listening with empathy, and responding to the needs of volunteers.
- Utilize a Salesforce based database to track the contributions of volunteers.
- Support fundraising and grant writing efforts.

Desired Qualifications & Qualities:

- Volunteer Coordination Experience (minimum of 2 years highly desirable)
- **Understanding of and experience directing effective volunteer engagement**
- Ability to work independently and with a remote statewide team
- Excellent customer services skills
- Bilingual, bicultural Spanish or Native languages highly desirable
- Experience working with the aging population

- Ability to pass a Criminal History Background Check that includes name-based National Sex Offender Public Website (NSOPW) and fingerprint CBI and FBI checks
- Excellent computer skills including knowledge of Microsoft Office programs, virtual communication platforms and experience using web-based data management systems
- Commitment to the vision of a world with stronger, more resilient, equitable and connected communities through the power of volunteerism
- Supervisory and training experience to support the development of volunteer leaders and staff
- Understanding and willingness to embrace and celebrate older adults in service
- General familiarity with mental health professions, resources, and terminology
- Commitment to the values identified in Spark's Strategic Plan: community, collaboration, and courage
- Understanding of the county's food insecurity resources and needs
- Comfortability speaking in front of diverse groups of people
- Experience collaborating with community organizations and networks
- Understanding and respect for the confidentiality of clients and volunteers
- Experience with National Community Service, such as AmeriCorps Seniors, AmeriCorps, AmeriCorps VISTA highly desirable
- ***Tap into your creativity!***

To apply, please send a cover letter, resume and two professional references to Juli German, RSVP Program Director, jgerman@sparkthechangecolorado.org This is a rolling application and will be open until a qualified applicant is found.