



RSVP (County) Manager Spark the Change Colorado

Reports to: RSVP Program Director

Coordinates with: Volunteer Stations, RSVP programs within Colorado and the US

Supports and is accountable for: RSVP Volunteers

Hiring Wage: \$40,000 - \$43,000 Full Time (40 hours per week) plus benefits

The RSVP (Retired Senior Volunteer Program) 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. There are seven open positions in seven counties: *Alamosa, Huerfano, Las Animas, Montezuma, Park, Jefferson, and Broomfield*. Reasonable accommodations will be made to ensure consideration of all candidates.

Primary Duties:

- ★ 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
- ★ Understand volunteer recruitment and management tools such as HandsOn Connect.
- ★ 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

Qualifications & Qualities:

- ★ Bilingual, bicultural Spanish or Native Languages highly desirable
- ★ Experience working with the aging population
- ★ A minimum of 2 years of experience in Volunteer Coordination
- ★ Must pass Criminal History Background Check that includes name-based National Sex Offender Public Website (NSOPW), and fingerprint CBI and FBI checks
- ★ Understanding of and experience directing effective volunteer engagement
- ★ Excellent computer skills including knowledge of all Microsoft Office programs 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 that leads to the development of volunteer leaders and staff
- ★ Understanding and willingness to embrace and celebrate older adults in service
- ★ Commitment to these values as described in the Spark Strategic Plan: community, collaboration and courage
- ★ Understanding of the county's food insecurity resources and needs
- ★ Ability to work independently in your county while working with staff in other locations throughout Colorado.
- ★ Ability to work remotely and follow CDC COVID recommendations including, but not limited to, social distance, wearing mask, and communicating via phone, video call, email and text when possible.
- ★ Build and maintain relationships in the community
- ★ Comfortable speaking in front of diverse groups of people
- ★ Experience collaborating with community organizations/networks
- ★ An understanding and respect for the confidentiality of clients and volunteers
- ★ National Community Service, such as AmeriCorps Seniors, AmeriCorps, AmeriCorps VISTA highly desirable

Have fun and tap into your creativity!

Please send cover letter and resume to Juli German, RSVP Program Director, jgerman@sparkthechange.com, with RSVP County Manager including the county where you are interested in working in the subject line.