



THE SENIOR SOURCE®

Position Title: RSVP Program Coordinator Education & Special Projects
Component: RSVP
Reports To: RSVP Director
Status: Full-time

Overview of The Senior Source

Since 1961, The Senior Source has worked to improve the quality of life for older adults in the greater Dallas area through protection, eldercare, financial security, advocacy, volunteerism and employment services.

Our Mission

The mission of The Senior Source is to enhance the overall quality of life and empower all older adults in greater Dallas to thrive.

Our Core Values

- Responsiveness
- Compassion
- Recognizing the value of older adults
- Integrity
- Quality Service

RESPONSIBILITIES:

1. Plans and implements recruitment, orientation, placement, ongoing support, follow-up and recognition for volunteers.
2. Actively manages school and community education projects.
3. Contacts assigned Focus Area volunteer stations on a regular basis to assess program progress, collect data, and update assigned Memorandum of Understanding.
4. Follows up within 24 hours (or one business day) on interested persons seeking volunteer opportunities for referral.
5. Communicates monthly volunteer opportunities as requested by the volunteer stations to volunteers through Constant Contact program. Keeps email database of volunteers and volunteer stations up to date.
6. Contacts assigned volunteer stations on a regular basis to assess program progress and update assigned Memorandum of Understanding.



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7. Assists RSVP Director with preparation of all required grant reports and prepares monthly progress report. Assists Director with grant preparation and data collection.
8. Provides staff assistance to the RSVP Advisory Council.
9. Attends regular staff meetings and in-service trainings.
10. Performs other duties as assigned by the RSVP Director and Chief Operations Officer.

QUALIFICATIONS:

1. Bachelor's degree or equivalent experience in social services, preferably in the field of aging or volunteerism.
2. Demonstrated administrative and/or organizational skills.
3. Grant experience is a plus.
4. Strong interpersonal, written, and oral communication skills.
5. Proficient in MS Office, Salesforce preferred.

ADDITIONAL REQUIREMENTS:

*A 3-Part National Service Criminal History Check is required for this position. The results of the Criminal History Checks will be used, in part, to determine eligibility for employment.

The Senior Source is an Equal Opportunity Employer/Service Provider.
Interested applicants should send a resume and cover letter to GFeinhals@theseniorsource.org