



...where volunteers make a difference

JOB DESCRIPTION

Position: RSVP Driver Services Program Assistant
Status: .53 FTE (20 hours per week)
Program: Driver Services
Supervised by: Driver Services Manager

Duties: Under the supervision of the Driver Services Manager, assist with volunteer driver recruitment to expand the number county-wide, assist with volunteer orientation, enrollment, follow up on inactive volunteers, volunteer recognition, data management, and backup ride scheduling.

- Assist with maintaining volunteer and program records/data to prepare monthly, quarterly, annual reports, including follow-up with non-reporting active drivers.
- Help support the volunteer registration process for the Driver Services department, assisting with maintaining volunteer assignments in data bases, pursuing character references, compiling orientation materials, and maintaining PPE supplies to drivers/senior centers.
- Help interview and write articles for different types of media with a specific emphasis on social media, occasional special event planning, and outreach to targeted groups of potential volunteers, and staff tabling events.
- Provide staff support to the agency for special projects and committees as needed.
- Serve as a backup for Madison/Monona and the Vets Helping Vets ride coordination.

General Agency Duties:

- Provide staff support to the agency for special projects and committees, as needed, and presentations.
- Assist with general agency recruitment, enrollment and referral of volunteers.

Qualifications: A combination of:

- Solid communication skills, both oral and written, and willingness to learn writing style for variety of media – print, social media, radio and television.
- Excellent organizational and data entry skills.
- Proficient computer skills, including knowledge of Microsoft Suite or willingness to learn
- Demonstrated interest in aging programs and working with volunteers.
- Access to automobile and evidence of proof of insurance is required.
- Successful completion of required Criminal History Background Checks: NSOPW, State, FBI.
- Proof of COVID-19 Vaccination is required.

Hours: 20 hours/week

Salary: \$18,950

Benefits: Fringe benefit package equal to 12% of salary contributed into a cafeteria plan, plus LTD and Life available after 90 days. Tax-sheltered Annuity Plan. Vacation and Sick leave.

Deadline for Application and Resume: April 8, 2022. The application is available on RSVP's website at www.rsvpdane.org or by calling 608-238-7787.

Equal Opportunity Employer with an Affirmative Action Plan