



...where volunteers make a difference

JOB DISCRIPTION

Position: Driver Services Coordinator
Status: 1.0 FTE (37.5 hours per week) Full Time Non-Exempt
Program: Driver Services
Supervised by: Driver Services Manager

Duties: Assist the Driver Services Manager in all phases of job such as the maintenance, development, recruitment and coordination of the RSVP Driver Services Program (Driver Escort, Home Delivered Meal, Food Bridge and River Delivers).

- Maintain records for current and new drivers and passengers. Perform data entry, code meal and driver reports, and prepare statistical reports.
- Assist Driver Services Manager in generating annual reports for Focal Points and Federal agencies.
- Assist Driver Services Manager in resolving driver services issues.
- Assist with recruitment, orientation and in-services of Driver Escort, Home Delivered Meal, Food Bridge and River Delivers volunteer drivers in the Madison and Dane County areas.
- Assist Driver Services Manager with the follow-up of inactive volunteers.
- Serve as SAMS Coordinator to meet county and federal requirements.
- Serve as a back-up for coordination of rides for the Madison/Monona area and Vets Helping Vets programs.
- Assist with determining eligibility of new passengers.
- Coordinate activities of RSVP driver services staff volunteers.
- Attend Driver Services meetings as assigned.
- Perform background checks, COVID-19 record maintenance.

General Agency Duties:

- Provide staff support to agency activities such as committee assignments, recognition events, public relations and fund raising.
- Assist with general agency recruitment, enrollment and referral of volunteers.

Qualifications: A combination of:

- Experience in recruiting and coordinating volunteers.
- Good communication skills, both oral and written.
- Education in one of the social sciences preferred.
- Demonstrated interest in aging programs and working with volunteers.
- Administrative, management and supervisory experience preferred.
- Access to automobile necessary and proof of insurance.
- Computer skills in word processing/spreadsheets/databases.
- Successful completion of required Criminal History Background Checks, NSOPW, State, FBI.
- Proof of COVID-19 Vaccination is required.

Hours: 37.5 hours/week

Salary: \$40,000-\$40,900

Benefits: Fringe benefit package equal to 12% of salary contributed into a cafeteria plan, Health Reimbursement Agreement (HRA), plus LTD & Life available after 90 days. Tax-Sheltered Annuity Plan. Vacation & Sick leave.

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

Equal Opportunity Employer with an Affirmative Action Plan

