



...where volunteers make a difference

JOB DESCRIPTION-RSVP of Dane County, Inc.

Position: Foster Grandparent/Intergenerational Coordinator
Status: 1.0 FTE (37.5 hours per week) Full Time Non-Exempt
Program: Foster Grandparent and Intergenerational
Supervised by: Assistant Director

DUTIES: Works in cooperation with the Foster Grandparent Supervisor to assist with volunteer screening and maintaining records. Works in cooperation with the Community Connections Coordinator to recruit and support volunteers in individual on-going and short term Intergenerational assignments

Program Coordination:

- 1 Recruits, screens, interviews, orients, and places volunteers with schools, neighborhood centers, after-school programs, and agencies.
2. Assist with screening, orientation and training of Foster Grandparents in accordance with Foster Grandparent Program (FGP) regulations.
Helps maintain all records in compliance with national FGP regulations. Negotiate, review and update Memoranda of Understanding with stations to establish guidelines for placement in accordance with FGP/RSVP regulations.
3. Facilitates background checks and provides ongoing follow-up of Foster Grandparent and Intergenerational Volunteers.
4. Coordinates a variety of programs involving older adults and children/youth including tutoring, reading buddies, computer buddies, and others.
5. Serves as RSVP's intergenerational liaison with schools and community agencies interested in services.
6. Receives, assesses, and fills long and short-term volunteer requests from schools, neighborhood centers, after-school programs and agencies.
7. Develops collaborations with other agencies and organizations to provide programming and training for volunteers.
8. Contributes articles and information for RSVP's newsletter.
9. Assists with program development, planning, training, recognition, and evaluation of volunteers involved in intergenerational programs.
10. Maintains records and statistics on volunteers and schools/agencies. Prepares monthly, quarterly, and annual reports. Supervises volunteers who help with recordkeeping and program maintenance.
11. Presents RSVP to the community for recruitment and fundraising.
12. Assists in grant writing to support Foster Grandparent and Intergenerational Program.
13. Work with Assistant Director to plan FGP monthly in-person or virtual in-service training and special events for recognition including making arrangements for speakers, program materials, and food
14. Attend FGP required training opportunities in-person or virtual.
15. Keep FGP Advisory Council informed about the program, and schedule quarterly in-person or virtual committee meetings.

General Agency Assistance

1. Provides staff support to agency activities such as committee assignments (internal and community), recognition events, public relations, and fundraising.
2. Assists with general agency recruitment, enrollment, and referral of volunteers for all RSVP programs.

QUALIFICATIONS: A combination of:

- ✓ Experience in recruiting, supervising and coordinating volunteers
- ✓ Experience in working with schools
- ✓ Education in one of the social sciences preferred
- ✓ Experience in making public presentations
- ✓ Demonstrated interest in older adults and/or intergenerational programs
- ✓ Excellent communications skills, both oral and written
- ✓ Excellent organizational and administrative skills
- ✓ Computer skills in word processing/spreadsheets/databases
- ✓ Access to automobile necessary
- ✓ Successful completion of required Criminal History Background Checks: NSOPW, State, FBI

Hours: 37.5 hours/week

Salary: \$38,000-\$39,000

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

Deadline for Application and Resume: Friday April 23, 2021.

The application form is available at www.rsvpdane.org or by calling 238-7787.

Equal Opportunity Employer with an Affirmative Action Plan

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