



## JOB ANNOUNCEMENT

...where volunteers make a difference

Position: RSVP Vets Helping Vets Coordinator, .66 FTE

Duties: Under the supervision of the Driver Services Co-Managers, responsible for coordinating the RSVP Vets Helping Vets program (VHV)

### **VHV Program Administration and Ride Scheduling (85%)**

1. Determine eligibility of potential VHV passengers and register new passengers. Provide information about the program.
2. Contact VHV volunteer drivers to schedule passenger rides in Dane County and if unable to find a driver, work with all Dane County RSVP ride coordinators to fill VHV ride requests. In addition, coordinate with Disabled American Veterans (DAV) to help schedule overflow rides as time permits.
3. Serve as back-up for Madison/Monona ride coordination.
4. Work with Dane County RSVP ride coordinators to resolve VHV driver and/or passenger issues as they arise.
5. Record details of ride requests and summarize data for monthly Ride Coordinator report.
6. Maintain volunteer/program records and statistics for VHV program for use in preparation of monthly, quarterly and annual reports. Assist with compiling data for VHV grant writing.
7. Assist Driver Services Volunteer and Reports Manager with program recordkeeping as needed.

### **Veteran Volunteer Recruitment (15%)**

8. Work closely with veteran/senior organizations, and coordinate internally with other Driver Services recruitment staff, to recruit veterans as volunteer drivers to achieve goals outlined in the VHV grant. Enroll, orient and train new VHV volunteer drivers.
9. Maintain a collaborating relationship with veteran agencies. Represent VHV program by serving on the V.A. Council and the Homeless Consortium. Serve on the Stand Down Event committee and other veteran committees as needed.

### **General Agency Duties:**

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

### **Qualifications – a combination of:**

- ✓ Excellent communication skills, both oral and written, including public presentations, to facilitate recruiting, supervising and coordinating volunteers.
- ✓ Excellent organizational and administrative skills including work with word processing/spreadsheets/data bases
- ✓ Prior service in the military or experience working with veterans and/or demonstrated interest in veterans or aging programs
- ✓ Access to an automobile and evidence of personal insurance is required.
- ✓ Successful completion of required Criminal History Background Checks: NSOPW, State, FBI

Hours: 25 hours/week

Salary: \$23,000-\$24,000

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 & Sick leave.

**Deadline for Application and Resume: 7/17/2020**

The application form is available at [www.rsvpdane.org](http://www.rsvpdane.org) or by calling 238-7787.

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