



...where volunteers make a difference

RSVP of Dane County Inc. Job Announcement/Description

Position: Ride Scheduler for Driver Services Program, Madison/Monona Area
Status: .80 FTE (30 hours per week) Full Time Non-Exempt
Program: Driver Services
Supervised by: Driver Services Manager

Duties: Under the supervision of the Driver Services Manager, responsible for assisting with the scheduling, record keeping, and statistical reports for the Madison/Monona area.

- Receive calls from potential Madison/Monona passengers. Record details of ride requests and provide service information.
- Contact drivers for rides in the Madison/Monona area.
- Contact Madison/Monona passengers to confirm the ride, including the driver's name, date of trip and pick-up time.
- Enter ride details onto weekly schedule sheets.
- Contact Madison/Monona Escorts when passengers call and cancel rides.
- Assist with Madison/Monona area record keeping and statistical reports.
- Recordkeeping Duties:
 - --Recordkeeping for the deceased passengers
 - --Coding all passengers every month (so they can be entered on the computer)
 - --File drivers reports in a central file
 - --File drivers driving records from the state
 - --Preliminary work for SAMS

General Agency Duties:

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

Qualifications: High School Diploma or GED

- Knowledge of Madison and the surrounding area
- Good telephone/communication skills
- Experience in working with volunteers
- Record keeping experience
- Successful completion of required Criminal History Background Checks: NSOPW, State, FBI.
- Valid driver's license and access to reliable transportation
- Proof of COVID-19 Vaccination is required

Hours: 30 hours a week (.80 FTE)

Salary: \$ 32,500-\$ 32,760

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, HRA, Vacation & Sick Leave.
50% of scheduled work can be remote. The other 50% must be in the office.

Deadline for Application and Resume: February 21st, 2024

An RSVP application must be completed and is available at www.rsvpdane.org or by calling 608-238-7787.
Equal Opportunity Employer with an Affirmative Action Plan.

RSVP of Dane County
6501 Watts Road, Suite 250 Madison, WI 53719
Telephone: (608) 238-7787 FAX: (608) 238-7931
info@rsvpdane.org www.rsvpdane.org



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