



...where volunteers make a difference

JOB ANNOUNCEMENT for RSVP of Dane County's Group Projects & Homeworker Coordinator

Duties: Under the supervision of the Assistant Director

1. Coordinates RSVP's Group Projects/Homeworkers program: (Projects by volunteers include sewing, knitting, quilt-making, crocheting, and innovating special request items.)
2. Maintains and enhances relationships with Group Projects and Homeworker volunteers through visiting groups and homeworkers, delivering materials as needed and picking up finished handmade items (and designating lead volunteers/Liaisons, to assist with this task), emailing and calling volunteers routinely both for the function of communicating program needs and reducing the potential for social isolation among seniors. Searches out and recruits new Group Projects/Homeworker volunteers.
3. Supervises volunteers who help execute the program tasks including group lead volunteers, liaisons and storeroom volunteers.
4. Serves as liaison to Recipient Agencies including maintaining relationships, recruiting new recipient agencies and/or projects; and coordinating pick up or delivery of handmade items.
5. Solicits resources including donations of materials and in-kind contributions, and assists with grant writing for Group Projects. Sends thank you letters to donors.
6. Organizes storeroom for in-coming and out-going handmade items and materials.
7. Maintains and updates records on handmade items, groups, homeworkers and lead volunteers. Prepares reports and statistics for quarterly and annual reporting and composes articles for quarterly newsletter.

General Agency Assistance:

1. Provides support to agency activities, such as committee, recognition events, public relations, and fundraising.
2. Assists with general agency recruitment, enrollment, and referral of volunteers.

Qualifications: A combination of:

- ✓ Experience in recruiting, supervising and coordinating volunteers.
- ✓ Demonstrated interest in older adults
- ✓ High School Diploma required; Post High School education preferred.
- ✓ Excellent organizational skills; attention to detail
- ✓ Sewing/craft knowledge/skills preferred
- ✓ Computer skills in word processing/spreadsheets
- ✓ Good communication skills, both oral and written
- ✓ Access to automobile necessary with valid WI driver license
- ✓ Flexible schedule necessary
- ✓ Requires walking, kneeling or squatting, bending, lifting 25 pounds or more
- ✓ Successful Completion of required Criminal and History Background Check: NSOPW, State, FBI
- ✓ Proof of COVID-19 Vaccination

Hours: 20 hours a week (.53 FTE)

Salary: 22,500 – 23,000

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. 50% of scheduled work can be remote. The other 50% must be in the office. Vacation & Sick leave. Equal Opportunity Employer with an Affirmative Action Plan.

Deadline for External Posting: Applications and Resumes: June 23, 2024

The application form is available on RSVP's website www.rsvpdane.org or by calling 238-7787.

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